

IAA Number **18F-15-OMB-CW** **- 0000 -**
GT&C # Order # Amendment/Mod #

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
Page 1 of 4

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18F-15-OMB-CW - 0000 -
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost	\$164,034.47
Overhead Fees & Charges	
Total Estimated Amount	\$164,034.47

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

This IAA provides for the detail assignment of Charles Worthington to OMB's USDS office on a reimbursable basis for the period 10/28/2014 through 9/30/2015.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

See Attachment A

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18F-15-OMB-CW - 0000 -
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA). N/A
14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)
15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.
16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.) 15 If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions. If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.
17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.) N/A
18. Assisted Acquisition Agreements - Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.) N/A
19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.) N/A

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18F-15-OMB-CW - 0000 -
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

N/A

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

N/A

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Brian Gillis	Kathy Conrad
Title	Budget Officer, OMB	Associate Administrator, OCSIT (Acting)
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	Brian_Gillis@omb.eop.gov	Kathy.Conrad@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Approval Date	10/30/14	10/27/14

SPEI15C007

Servicing Agency's Agreement

Order #

Amendment/Mod #

Tracking Number (Optional)

18F-15-OMB-01

24.

Servicing Agency

Office of Management and Budget -
United States Digital Service Office

736 Jackson Pl NW
Washington, DC 20503

1800 F Street, N.W.
Washington, D.C. 20405

25. Order Action (Check One)

☒ **New**

☐ **Cancellation** Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

27. Performance Period

Start Date

10-28-2014

End Date

09-30-2015

For a performance period mod, insert the start and end dates that reflect the new performance period.

MM-DD-YYYY

MM-DD-YYYY

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number SPEI15C007 18F-15-OMB-GW - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) 18F-15-OMB-01

28. Order Line/Funding Information				Line Number <u>1</u>	
		Requesting Agency Funding Information		Servicing Agency Funding Information	
ALC	11-03-0001		47-00-0016		
Treasury Agency Code	NA		NA		
Trading Partner Code	NA		NA		
TAS	11X0036		47X45341		
BETC	DISB		COLL		
Object Class Code (Optional)	118003		11 and 12		
BPN	031649499		001954700		
BPN + 4 (Optional)	031649499		NA		
Additional Accounting Classification/Information (Optional)	FUND: SPE0036DBXXXXXX INTERNAL: SPE0400000000		2015-A-00-285X-DS10-S0010106-AF349-18F Client Svcs Billable		
Requesting Agency Funding Expiration Date <u>MM-DD-YYYY</u>			Requesting Agency Funding Cancellation Date <u>MM-DD-YYYY</u>		
USDS					
Project Number & Title					
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) Detail of Charles Worthington to OMB/USDS office. See attachment A					
North American Industry Classification System (NAICS) Number (Optional) <u>NA</u>					
Breakdown of Reimbursable Line Costs			OR Breakdown of Assisted Acquisition Line Cost:		
Unit of Measure			Contract Cost	\$	
Quantity	Unit Price	Total	Servicing Fees	\$	
1	\$164,034.47	\$ 164,034.47	Total Obligated Cost	\$0.00	
Overhead Fees & Charges		\$	Advance for Line (-)	\$	
Total Line Amount Obligated		\$ 164,034.47	Net Total Cost	\$0.00	
Advance Line Amount (-)		\$	Assisted Acquisition Servicing Fees Explanation		
Net Line Amount Due		\$ 164,034.47			
Type of Service Requirements					
<input type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input checked="" type="checkbox"/> Not Applicable					

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number SPEI15C007 18F-15-OMB-GW - 0001 - Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional) 18F-15-OMB-01

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ **Straight-line** – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ **Accrual Per Work Completed** – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 164,034.47

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

NA

☐ Other Attachments (Optional)

NA

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]
If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Charge Card ☐ Other – Explain other payment method and reasoning.

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number 18F-15-OMB-GW - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) 18F-15-OMB-01

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Brian Gillis	Kathy Conrad
Title	Budget Officer, OMB	Associate Administrator, OCSIT (Acting)
Telephone Number	(b) (6)	
Fax Number		FOR
Email Address	Brian_Gillis@omb.eop.gov	Kathy.Conrad@osa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	10/30/14	10/28/14

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Brian Gillis	Robin Short
Title	Budget Officer, OMB	Deputy Controller, Federal Acquisition Service
Telephone Number	(b) (6)	
Fax Number		
Email Address	Brian_Gillis@omb.eop.gov	(b) (6)
SIGNATURE	(b) (6)	
Date Signed	10/30/14	10/28/14

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number SPEI15C007 ~~18F-15-OMB-CW~~ - 0001 - Servicing Agency's Agreement
 GT&C # _____ Order # _____ Amendment/Mod # _____ Tracking Number (Optional) 18F-15-OMB-01

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs) The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Brian Gillis	Robin Short
Title	Budget Officer, OMB	Deputy Controller, Federal Acquisition Service
Office Address		
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6) ov	robin.short@gsa.gov
Signature & Date (Optional)		10/30/14
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency) This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name		Greg Godbout
Title		Deputy Associate Administrator, 18F
Office Address		1800 F Street, NW Washington, DC 20006
Telephone Number		(b) (6)
Fax Number		
Email Address		gregory.godbout@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

7600A, block 12 Attachment A

1. The assignment of Charles Worthington [herein Detailee] by the General Services Administration to the Office of Management and Budget's United States Digital Services office [herein the Receiving Agency] for the purpose of;

The Detailee will help advance the Smarter IT Delivery Agenda, a series of policy initiatives designed to increase the government's capacity to build effective digital services. Initiatives will encompass topics such as digital service expert hiring processes and authorities, Paperwork Reduction Act modernization, agile software development procurement support and documentation, OMB management of IT investments, "pay for consumption" purchasing authority, user transaction-based metrics and dashboards, and a government-wide open source software policy.

The Detailee will also directly support agencies engaged with the U.S. Digital Service by providing project management, product design, and software development assistance as needed. They will work to promote best practices of product design and development within agencies, and help to expand the capacity of agency product development teams to effectively and efficiently serve the American people and the federal workforce with digital services.

2. Receiving Agency Address

The Office of Management and Budget / USDS
725 17th Street, NW
Washington, DC 20503

United States Digital Service
736 Jackson PI NW
Washington, DC 20503

3. The duration of the assignment is 10/28/2014 to 9/30/2015.

4. Receiving Agency Detailee Supervisor: Mikey Dickerson, Administrator of the U.S. Digital Service.

5. The Detailee remains an employee of GSA. GSA will continue to pay the salary and benefits of the employee for the duration of the detail assignment. GSA will be reimbursed by the Receiving Agency for salary and benefits.

6. The Receiving Agency is responsible for all funding, logistics, authorizations, and reimbursements related to Detailee official travel.

7. The Detailee, is responsible for coordinating with the designated Receiving Agency supervisor for attendance related issues including, but not limited to, requesting and approving annual leave, sick days, and telework days.

The Detailee will notify GSA's 18F office, every Thursday by COB EDT, of all annual leave, sick days, and telework days via an email to Jamie.Albrecht@gsa.gov, Leah.Gitter@gsa.gov, and Richard.L.Miller@gsa.gov.

NON-REIMBURSABLE INTERAGENCY AGREEMENT (AGREEMENT)

GENERAL SERVICES ADMINISTRATION (SERVICING AGENCY)

AND

THE OFFICE OF SCIENCE AND TECHNOLOGY POLICY EXECUTIVE OFFICE OF THE PRESIDENT (CUSTOMER AGENCY)

Authority: This Agreement is entered into under the authority of the authorizing legislation of the agencies involved, including 42 U.S.C. §§ 6616(c)(3) and 6617(a)(4). This assignment involves matters similar or related to matters ordinarily handled by the Servicing Agency and will aid the Servicing Agency in accomplishing a purpose for which its appropriations are provided. *See* 64 Comp. Gen. 370, 380 (1985).

Background and Purpose: The Office of Science and Technology Policy (OSTP), Customer Agency, is responsible for policy formulation associated with the scientific and technical issues of national concern, including life sciences, telecommunications, technology, space and aeronautics, the environment, social, behavioral and education sciences, physical sciences and engineering, national security, homeland security, the economy and international affairs, and intellectual property.

The General Services Administration (GSA), Servicing Agency, shares a mutual interest in these topics and benefits from cooperative efforts in formulating these policies. GSA's mission is to deliver the best value in real estate, acquisition, and technology services to government and the American people.

The purpose of this Agreement is to provide for the temporary assignment of a Servicing Agency person, with the prerequisite qualifications, to the Customer Agency. The Customer Agency requires the services of an individual highly experienced in scientific and technical issues at the interagency level. Mr. Charles Worthington is an Innovation Specialist, Office of Strategic Innovation, with the GSA. Under this Agreement, Mr. Worthington will be assigned to the Customer Agency. Mr. Worthington will work closely with U.S. Deputy Chief Technology Officer and others in the Executive Office of the President, and the agencies on development and execution of the Presidential Innovation Fellows program, the President's Second Term Management Agenda, the President's Open Data Initiatives, and the communications efforts that encourages innovation in government and engages the public in related initiatives.

These duties are consistent with the work that Mr. Worthington currently performs for GSA and are beneficial to both the servicing agency and customer agency. Mr. Worthington's experience in innovation, technology, and strategy development will benefit OSTP, ensuring that OSTP has access to the full range of expertise required to address its mission. This assignment will provide significant benefit to GSA as the Presidential Innovation Fellows program transitions from OSTP to GSA, ensuring that there is a seamless transition of this high-profile program. Additionally,

Mr. Worthington's familiarity with the GSA mission and leadership will allow him to effectively align GSA programs with the President's Second Term Management Agenda and other national strategies. This assignment will benefit the GSA because Mr. Worthington will work with other agencies and departments to ensure that the GSA programs are properly coordinated and fully integrated into broader national strategies. The GSA will also benefit when Mr. Worthington returns as a result of the added experience he gains working at the highest level of government while at OSTP. Mr. Worthington will provide support to OSTP on related topics, as required.

Assignment Arrangement: The assignment is for a period of six months beginning on April 28, 2014. This Agreement may be terminated by either party via a 30-day notice in writing of its intention to terminate the assignment. Any formal modification to this initial Agreement must be jointly agreed to and will be prepared by the requesting party and forwarded through the appropriate channels for signature of both parties to the Agreement.

The Servicing Agency shall provide for the non-reimbursable assignment of Mr. Worthington from April 28, 2014 through October 27, 2014. GSA agrees to absorb the full FTE costs for the duration of the assignment. Mr. Worthington will provide time and attendance information to his supervisor and timekeeper at the GSA. While on assignment, the OSTP will provide all necessary administrative and travel support related to the assignment.

NAME

Charles E. Worthington

for **Customer Agency Liaison**

Stacy L. Murphy
Operations Manager
Office of Science and Technology Policy
Executive Office of the President
Washington, DC 20504

(b) (6)

smurphy@ostp.eop.gov

(b) (6)

Signature

Date

4-25-14

PERIOD

April 28, 2014-October 27, 2014

Servicing Agency Liaison

Lena Trudeau
Associate Commissioner
Office of Strategic Innovations
General Services Administration
Washington, DC 20504

(b) (6)

lena.trudeau@gsa.gov

(b) (6)

Signature

Date

4/24/14

AUTHORIZATION OF INTERAGENCY AGREEMENT:

Customer Agency:

(b) (6)

Ted M. Wackler
Deputy Chief of Staff and Assistant Director
Office of Science and Technology Policy

4.25.14
Date

Servicing Agency:

(b) (6)

Dave McClure
Associate Administrator
Office of Citizen Services and Innovative Technologies
General Services Administration

4/24/14
Date

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18F-ONRR-2016 - 0000 - 000
 GT&C # _____ Order # _____ Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY

1.		Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name	Department of the Interior / Office of Natural Resources Revenue	U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F
	Address	1849 C Street NW Washington, DC 20240	1800 F Street, N.W. Washington, D.C. 20405

2. Servicing Agency Agreement Tracking Number (Optional) _____

3. Assisted Acquisition Agreement Yes ☐ No ☒

4. GT&C Action (Check action being taken)

☒ New

☐ Amendment – Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date

5. Agreement Period Start Date 10-01-2015 End Date 09-30-2016 of IAA or effective cancellation date
 MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☒ State the other renewal period: _____

No ☒

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18F-ONRR-2016 - 0000 - 000
GT&C # _____ Order # Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost \$500,000
Overhead Fees & Charges _____
Total Estimated Amount \$500,000

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

The U.S. General Services Administration has created 18F, a digital services delivery team staffed by GSA employees to support Digital Government Initiatives across the federal government. The requesting agency requires 18F support for technical development activities.

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Amendments must be bilaterally executed in writing and signed by authorized representatives of both agencies. No oral or unilateral amendments shall be binding or effective. Only terminations in accord with these terms may be done unilaterally.

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18F-ONRR-2016 - 0000 - 000
GT&C # Order # Amendment/Mod #

<p>13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).</p>	
<p>14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)</p>	
<p>15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.</p>	
<p>16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)</p> <p style="text-align: center;">30</p> <p>If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.</p> <p>If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.</p>	
<p>17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)</p>	
<p>18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)</p>	
<p>19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses)</p> <p>Please see Form 7600A, Attachment 1</p>	

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18F-ONRR-2016 - 0000 - 000
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Greg Gould	Phaedra Chrousos
Title	Director, ONRR	Associate Administrator, 18F/OCSIT
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	(b) (6)	pl (b) (6)
SIGNATURE		
Approval Date	4/1/15	9/14/15

IAA# : 18F-ONRR-2016

**General Services Administration, 18F
and
the Department of the Interior**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs only. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

IAA# : 18F-ONRR-2016

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found here:

<https://github.com/18F/open-source-policy/blob/master/policy.md>

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

8.0 Requesting Agency Point(s) of Contact

8.1 Invoice Matters and Payment Matters

Larry Schock (Acting)

Chief, Budget Administration, ONRR

(b) (6)

larry.schock@onrr.gov

8.2 Administrative Matters

Jennifer Bracy

Budget Analyst, ONRR

(b) (6)

jennifer.bracy@onrr.gov

8.3 Project Matters

Judith Wilson

Program Manager, USEITI Secretariat

(202) 208-4410

Judith.wilson@onrr.gov

9.0 Servicing Agency Point(s) of Contact

9.1 Invoice Matters and Payment Matters

Patrick Bateman

Team Operations Deputy Director

General Services Administration

18F

18F-Finance-CS@gsa.gov

IAA# : 18F-ONRR-2016

9.2 Administrative Matters

Joshua Bailes

Acquisitions/Agreements Lead

General Services Administration

18F

joshua.bailes@gsa.gov

9.3 Project Matters

Michelle Hertzfeld

Innovation Specialist

General Services Administration

18F

michelle.hertzfeld@gsa.gov

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number 18F-ONRR-2016
 GT&C # _____

- 0001 -
 Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	Department of the Interior / Office of Natural Resources Revenue	U.S. General Services Administration / OCSIT / 18F
Responsible Organization/Office Address	1849 C Street NW Washington, DC 20240	1800 F Street, N.W. Washington, D.C. 20405

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☒ **New**

☐ **Modification (Mod)** – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.**

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # <u>1</u>	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$
Cumulative Funding Changes From Prior Mods (addition (+) or reduction (-))	\$	\$	\$	\$	\$
Funding Change for This Mod	\$	\$	\$	\$	\$
TOTAL Modified Obligation	\$	\$	\$	\$	\$
Total Advance Amount (-)	\$	\$	\$	\$	\$
Net Modified Amount Due	\$	\$	\$	\$	\$

27. Performance Period

Start Date

10-01-2015

End Date

09-30-2016

For a performance period mod, insert the start and end dates that reflect the new performance period.

MM-DD-YYYY

MM-DD-YYYY

IAA Order

IAA Number 18F-ONRR-2016 - 0001 -
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional)

28. Order Line/Funding Information										Line Number <u> </u>							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		14-01-0001								47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
OR Current TAS format		145/60102								47X45341							
BETC		DISB								COLL							
Object Class Code (Optional)																	
BPN		13090746								964253686							
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)		DS63602000 DR2000000.PX8000 156D0102R2								2015-A-00-285F-DS11-Q00XF000-AF151-18F Billable							
Requesting Agency Funding Expiration Date 09-30-2016 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-31-2021 MM-DD-YYYY							
DOI ONRR and USE/IT Sites																	
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See Form 7600B, Attachment A																	
North American Industry Classification System (NAICS) Number (Optional) <u> </u>																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$							
Quantity	Unit Price	Total						Servicing Fees		\$							
1	500,000	\$ 500,000						Total Obligated Cost		\$ 0							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ 500,000						Net Total Cost		\$ 0							
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ 500,000															
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number 18F-ONRR-2016 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ and Number of Months
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 500,000

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Objectives

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

Payment shall be made within 30 days from receipt of invoice.

- ☐ 7 days ☒ Other Payment Terms (include explanation)

IAA Order

IAA Number 18F-ONRR-2016
GT&C #

- 0001 -
Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name
Point of Contact (POC) Name & Title
POC Email Address
Delivery Address /Room Number
POC Telephone Number
Special Shipping Information

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Greg Gould	Phaedra Chrousos
Title	Director, ONRR	Associate Administrator, 18F/OCSIT
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	(b) (6) @gsa.gov
SIGNATURE		
Date Signed		11/11/15

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Larry Schock	Robin Short
Title	Chief, Budget Administration, ONRR (acting)	Deputy Controller, Federal Acquisition Service
Telephone Number	(b) (6)	
Fax Number	(b) (6)	
Email Address	(b) (6)	robin.short@gsa.gov
SIGNATURE		BRYAN SCHILLINGER
Date Signed	11/11/15	

Digitally signed by BRYAN SCHILLINGER
DN: c=US, o=U.S. Government, ou=General
Services Administration, cn=BRYAN SCHILLINGER,
0.9.2342.19200.300.100.1.1=47001000999253
Date: 2015.09.14 13:47:35 -0400

IAA Order

IAA Number 18F-ONRR-2016 - 0001 -
 GT&C # Order #

Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional)

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Larry Schock	Patrick Bateman
Title	Chief, Budget Administration, ONRR (acting)	18F Team Operations
Office Address	Denver Federal Center (6th Ave & Kipling) Bldg 85A, MS60400A	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	18f-finance-cs@gsa.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contact (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Judy Wilson	Jeremy Canfield
Title	Program Manager	18F Innovation Specialist
Office Address	1849 C Street NW Washington, DC 20240	
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	jeremy.canfield@gsa.gov
Signature & Date (Optional)	9/11/15	
Name	Jennifer Goldblatt	Joshua Bailes
Title	Chief of Staff	18F Agreements Lead
Office Address	1849 C Street NW Washington, DC 20240	1800 F Street, NW Washington, D.C. 20006
Telephone Number		
Fax Number	jennifer.goldblatt@onrr.gov	
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

**STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO THE
DEPARTMENT OF THE INTERIOR**

1.0. BACKGROUND

The U.S. General Services Administration (the Servicing Agency), through its Office of Citizen Services and Innovative Technologies / 18F, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services. Our mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services. One of the business lines 18F offers to agencies is the Client Services, which includes software user research, design, development, and hosting.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the Department of the Interior, Office of Natural Resources Revenue (ONRR). The Requesting Agency requires the services of GSA to develop a robust website to include both curated content and raw data that will inform the national and international conversation around extractive industries revenue. This aligns with the principles of this administration's Project Open Data and is consistent with the goals and standards established by the U.S. National Action Plan for the Open Government Partnership. The work in FY16 is a continuation of work started in FY15 that resulted in a beta site at useiti.doi.gov, and further user research, usability testing and further design and development work based on the learnings from the beta site. It will enable ONRR to transition this website into a cross-Department online presence that will more seamlessly disclose and make more accessible high-value energy-related data sets from not only ONRR, but also other Department of the Interior bureaus and offices, such as BLM, BOEM, BSEE, and OSM.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will work collaboratively with ONRR to provide the following:

1. An improved version of the USEITI (U.S. Extractive Industries Transparency Initiative) website. This will be a more responsive website (ie, usable on devices of any screen size) that will allow the project personas developed in FY15 to easily understand, engage with and share extractive industries data and contextual information. This will be accomplished through updated and improved content design, interactive data visualizations and full data downloads. The goal of this deliverable is to inform the national and international conversation around extractive industries revenue and to support the administration's efforts around open data and government transparency.

IAA Number: 18F-ONRR-2016

2. Usability testing, design and development after website launch. The goal of this testing in the second quarter of FY 16 is to understand how the website or other USEITI processes should be adjusted to meet the project outcome of informing the national and international conversation around extractive industries revenue. 18F will accomplish this goal by conducting Usability testing, design and development.
3. One to two new content blocks over FY16. As user research and usability testing progresses, ONRR expects the need to develop further data visualizations or content blocks. In particular, there is the potential for States or Tribes to voluntarily opt-in to the USEITI process which would result in additional data visualizations. The ONRR estimates the number of States opting in could range between 4-7 States. 18F will produce between one and two new content blocks for the website in FY16.
4. Operate and maintain the software developed under this IAA. This includes hosting for the website for the duration of this agreement, and hosting for open source code.
5. Guidance on long-term maintenance of USEITI technical work and development, including a transition plan for ONRR to eventually take over design and development work on the project.

To accomplish these deliverables, GSA will work collaboratively with ONRR, following Agile software development methodology, which includes human centered design and iterative deployment. The parties will work in short, regular intervals ("sprints"), each two weeks long. GSA will deliver work product at the end of each sprint. GSA and ONRR will use the results of these sprints to decide together the goals of subsequent sprints, researching and drafting user stories to define the requirements of the software to be built.

3.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means GSA's direct and indirect costs, including (1) labor costs, charged at current hourly rates based on employee grade; and (2) non-labor costs, including any infrastructure/hosting, contracted services, pre-approved travel, and related expenses under this agreement.

4.0. DELIVERABLE TIMELINE

Deliverable	Due By
Final Online USEITI 2015 Report (Item 1 in work list)	Monday November 23, 2015
Update to dataset used for "Unilateral Data	Monday February 1, 2016

Disclosure" on useiti.doi.gov		
Recommendations for Long-term Site Maintenance and Sustainability	Monday February 29, 2016	
On-line Contextual Narrative Update, Part 1, based on user needs	Thursday March 31, 2016	
User Feedback Analysis and Recommendations	Monday April 11, 2016	
On-line Contextual Narrative Update, Parts 2 and 3, based on user needs	Thursday June 30, 2016	
Contextual Narrative State Additions	Monday September 12, 2016	
Final Online USEITI 2016 Report	Friday September 30, 2016	

5.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

IAA# : 18F-ONRR-2016

**General Services Administration, 18F
and
the Department of the Interior**

**7600B, ATTACHMENT B
Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA# : 18F-ONRR-2016

**The General Services Administration (GSA)
Office of Citizen Services / 18F
And
the Department of the Interior
DETERMINATION AND FINDINGS for IAA 18F-ONRR-2016**

Based on the following determination and findings, in accordance with the authority of the Economy Act (31 U.S.C. 1535), as implemented in subpart 17.5 of the Federal Acquisition Regulation (FAR), the requesting agency, DOI, Office of Natural Resources Revenue, intends to enter into an interagency agreement with the servicing agency, GSA.

FINDINGS

- A. The requesting agency has a need for the servicing agency to provide software development, design and related services. The total cost of the agreement is estimated to be \$500,000.
- B. The software design and development cannot be obtained as conveniently or economically by contracting directly with a private source.
- C. Nothing in this requirement conflicts with the authority of the servicing agency.
- D. The servicing agency has capabilities and expertise to enter into a contract for such services, which are not available within the requesting agency.

DETERMINATION

Based on the above findings, I hereby determine that the ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise and that the order is in the best interest of the United States Government.

Greg Gould

(b) (6)



Signature

9/11/15

Date

IAA# : 18FOPM180002

Order#: 000

**U.S. General Services Administration, Federal Acquisition Service, Technology Transformation
Services, 18F
and**

U.S. Office of Personnel Management, FITBS/HRS IT PMO

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

IAA# : 18FOPM180002

Order#: 000

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

9.0 Design Research

The requesting agency acknowledges the servicing agency's commitment to human-centered design, specifically its practice of design research. Design research broadens perspectives and tests assumptions by actively and systematically engaging with information ecosystems.

The requesting agency acknowledges and agrees that:

- A. The servicing agency shall conduct design research as authorized by Executive Order 13571, *Streamlining Service Delivery and Improving Customer Service*, Section 2 (B).
- B. In its conduct of design research, the servicing agency may:
 - i. Interact with federal employees, contractors, and members of the public.

IAA# : 18FOPM180002

Order#: 000

- ii. Access sensitive information and personally identifiable information.
 - iii. Seek approval for its information collection instruments under the paperwork reduction action (PRA). The servicing agency shall collaborate with PRA desk officers at the requesting agency, as appropriate.
- C. The servicing agency shall notify the requesting agency about the nature and scope of its design research studies. The requesting agency is responsible for communicating the nature and scope of design research studies to its labor unions, if applicable.
- D. The servicing agency has conducted a privacy impact assessment (PIA) for design research to fully identify and mitigate potential privacy risks. The servicing agency's design research PIA is located at: <https://gsa.gov/portal/content/102237>
- E. The servicing agency shall provide access to and transfer ownership of design research-related data on a need-to-know basis in accordance with the principles outlined in its design research PIA.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FOPM180002 - 0000 - 0000
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost \$24,949.00
Overhead Fees & Charges _____
Total Estimated Amount \$24,949.00

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Acquisition Services Fund 40 USC 321, 501

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Acquisition Services Fund 40 USC 321, 501

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FOPM180002 - 0000 - 0000
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FOPM180002 - 0000 - 0000
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Rhonda Wood	Rebecca Piazza
Title	Deputy, HRS	Assistant Commissioner of TTS-18F
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	Rhonda.wood@opm.gov	rebecca.piazza@gsa.gov
SIGNATURE	RHONDA WOOD <small>Digitally signed by RHONDA WOOD DN: cn=US, o=U.S. Government, ou=Office of Personnel Management, c=RHONDA WOOD, s=U.S. 2.16030000.100.1.1+2 001001170003 Date: 2017.10.26 10:00: 9-0 00'</small>	e-Signed by Rebecca Piazza on 2017-11-07
Approval Date		

STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO U.S. OFFICE OF PERSONNEL MANAGEMENT, FITBS/HRS IT PMO

1.0. BACKGROUND

The U.S. General Services Administration (the Servicing Agency), through the Office of 18F (18F) within the Technology Transformation Services / FAS, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services.

18F has a product called Federalist. Federalist is software-as-a-service for self-service publishing and maintenance of static web pages. Federalist provides users with customizable templates for common website use cases and a web-based editor to update and add content to the templates. Users also have the ability to use custom templates on Federalist.

18F provides access to the Federalist platform and its capabilities and maintains the Federalist platform and infrastructure security compliance. Agencies access the platform on a self-service level to modify and launch static web pages onto Federalist's cloud-based deployment and hosting infrastructure.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the U.S. Office of Personnel Management (OPM), FITBS/HRS IT PMO, who will execute an interagency agreement with GSA to provide services to OPM, FITBS/HRS IT PMO. OPM, FITBS/HRS IT PMO requires the ability to host easily editable static web pages. To help achieve its goals, the Requesting Agency is engaging GSA to provide access to Federalist. This will meet the agency's need by allowing the agency to create and host its web content on the Federalist platform.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide the following:

1. Access to Federalist to create and manage static web pages, including:
 - a. Federalist web editing tools for creating and editing web content
 - b. Access to training and documentation materials such as <https://federalist-docs.18f.gov/> to assist users in using Federalist.

- c. Hosting for collections of static web pages using the Federalist cloud hosting platform under unified domain names.
- 2. 18F direct support necessary to achieve the objectives of this IAA, including:
 - a. Provisioning individual access to Federalist
 - b. Proactive updates about new features or platform downtime as appropriate.
- 3. 18F will supply OPM, FITBS/HRS IT PMO as requested with Monthly Statements and additional Project Status Updates.

3.0 REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means GSA's direct and indirect costs including (1) labor costs, (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement; and (3) professional services, including those described in Section 2.3, above.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA.

4.0 DELIVERABLE TIMELINE

The Servicing Agency shall deliver to the Requesting Agency the following:

Item	Due By
Distribution of Federalist access to Requesting Agency users	< 10 business days after agreement is executed
Operation & Maintenance of the Federalist platform and Cost Tracking	Ongoing

5.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

18F will provide a status of key milestones as requested by OPM, FITBS/HRS IT PMO, including recent accomplishments, planned activities, and risks and issues.

IAA# : 18FOPM180002

Order#: 0001

**U.S. General Services Administration, Federal Acquisition Service,
Technology Transformation Services, 18F**

and

U.S. Office of Personnel Management, FITBS/HRS IT PMO

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA Number 18FOPM180002 - 001 - _____ Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

FMS Form 7600B
04/12

IAA Order

IAA Number	18FOPM180002	- 001	-
	GT&C #	Order #	Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

28. Order Line/Funding Information										Line Number _____								
			Requesting Agency Funding Information							Servicing Agency Funding Information								
ALC		24000001							47-00-0016									
Component TAS Required by 10/1/2014		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
OR Current TAS format				024X4571.24					47X45341									
BETC				DISB					COLL									
Object Class Code (Optional)																		
BPN				126536929					08-044-1469									
BPN + 4 (Optional)																		
Additional Accounting Classification/Information (Optional)									2018-F-00-285F-DS11-Q00XF000-AF151-18F Billable									
Requesting Agency Funding Expiration Date MM-DD-YYYY										Requesting Agency Funding Cancellation Date MM-DD-YYYY								
18F / OPM USAJOBS / Federalist																		
Project Number & Title																		
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																		
See Form 7600B, Attachment A Statement of Work																		
North American Industry Classification System (NAICS) Number (Optional) _____																		
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:								
Unit of Measure									Contract Cost		\$							
Quantity		Unit Price		Total					Servicing Fees		\$							
1		\$24,949.00		\$ 24,949.00					Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges				\$					Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 24,949.00					Net Total Cost		\$ 0.00							
Advance Line Amount (-)				\$					Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$ 24,949.00														
Type of Service Requirements																		
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																		

IAA Order

1AA Number 18FOPM180002

. 001

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$_____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 24,949.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐
- Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒
- Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number 18FOPM180002

GT&C #

- 001 -

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.) Form 7600B, Attachment B: Funding Details		
36. Delivery/Shipping Information for Products (Optional)		
Agency Name		
Point of Contact (POC) Name & Title		
POC Email Address		
Delivery Address /Room Number		
POC Telephone Number		
Special Shipping Information		
APPROVALS AND CONTACT INFORMATION		
37. PROGRAM OFFICIALS The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.		
	Requesting Agency	Servicing Agency
Name	Rhonda Wood	Rebecca Piazza
Title	Deputy, HRS	Assistant Commissioner of TTS-18F
Telephone Number	(b) (6)	
Fax Number		
Email Address	rhonda.wood@opm.gov	rebecca.piazza@gsa.gov
SIGNATURE	RHONDA WOOD	e-Signed by Rebecca Piazza on 2017-11-07
Date Signed		
38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.		
	Requesting Agency	Servicing Agency
Name	Julie Wold	Paula Neri
Title	Finance Officer	OCFO
Telephone Number	(b) (6)	(b) (6)
Fax Number		
Email Address	julie.wold@omp.gov	christina.dominguez@gsa.gov
SIGNATURE	JULIE WOLD	CHRISTINA DOMINGUEZ
Date Signed		11/09/2017

IAA Order

IAA Number 18FOPM180002 - 001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Toni Deas	Jackie Xu
Title	Management Analyst	Innovation Specialist
Office Address	6585 Log Cabin Drive, Macon GA	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address		18f-finance-cs@gsa.gov
Signature & Date (Optional)	TONI DEAS <small>Digitally signed by TONI DEAS Date: 2017.10.18 12:50:48 -0400</small>	
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	CLIENT PROJECT LEAD	Shashank Khandelwal
Title		18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

IAA#: 18FOPM180002

Order#: 0001

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Review**

Form 7600B, Attachment C

In accordance with the Federal Information Technology Acquisition Reform Act (FITARA), CIOs shall have a significant role in the decision processes for all annual and multi-year planning, programming, budgeting, and executing decisions, and the management, governance, and oversight processes related to information technology.

GSA may not enter into a contract or other agreement to acquire information technology (IT) or IT services for internal purposes, unless the contract or other agreement has been reviewed and approved by the Chief Information Officer of GSA or, in the case of a non-major IT investment, as defined by OMB, an individual delegated by the CIO who reports directly to the CIO. In addition, TTS Policy for GSA Information FITARA Review requires GSA-CIO review and approval for all internal TTS contracts or agreements, as well as review and approval for external TTS contracts or agreements that leverage GSA IT platforms, security or infrastructure. The purpose of this attachment is to signify that the GSA-CIO has reviewed and approved this agreement between **U.S. Office of Personnel Management, FITBS/HRS IT PMO** and TTS for work to be done on **18F / OPM USAJOBS / Federalist**.

e-Signed by David Shive
on 2017-11-06

David Shive, Chief Information Officer
General Services Administration

Date

received
AUG 03 2016

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OPMFY16CIO-23 - 0000 -
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	U.S. Office of Personnel Management Chief Information Officer	GSA/Federal Acquisition Service (FAS) GSA/Technology Transformation Service (TTS)
Address	1900 E Street, NW, Room 5415 Washington, DC 20415	18th & F St NW G142, Washington, DC 20405
2. Servicing Agency Agreement Tracking Number (Optional) _____		
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date <u>08-01-2016</u> End Date <u>09-30-2016</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input checked="" type="checkbox"/>		
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related Order.		

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OPMFY16CIO-23 - 0000 -
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost **\$385,000.00**
Overhead Fees & Charges
Total Estimated Amount **\$385,000.00**

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

The purpose of this task order is for General Services Administration\18F Digital Services (18F) to provide the Office of Personnel Management\Office of the CIO with strategic support for transitioning and transforming from a legacy environment to a more distributed, robust, and secure environment. The OCIO is in the process of implementing an initiative to build a new, more modern, secure, robust IT infrastructure for OPM and needs 18F assistance in strategically transitioning legacy applications to this new environment in the most effective and cost efficient manner for the Federal tax payer. The 18F team will help confirm the current approach and begin the analysis and architecting of the OPM IT environments. The OPM CIO needs the critical support of a team of Federal Government experts in digital strategy.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Please see attached SOW.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OPMFY18CIO-23 -0000-
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).
NA

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

NA

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

NA

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OPMFY16CIO-23 - 0000 -
GT&C # _____ Order # Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Cancellation Policy--Servicing Agency: In the event that the Requesting Agency cancels or terminates one or more activities under this SOW, the Requesting Agency will reimburse for all actual costs of the cancellation. These expenses may be related to materials, assessments, staff hours worked on design, staffing, program coordination and non-refundable speaker travel expenses.

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

	Requesting Agency	Servicing Agency
Name	Lisa Schlosser	David Shive
Title	Acting Chief Information Officer	Acting Commissioner, TTS
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	Lisa.Schlosser@oam.gov	(b) (6)
SIGNATURE	(b) (6)	(b) (6)
Approval Date	7/26/16	282012016

IAA# : OPMFY16CIO-23

**U.S. General Services Administration, Technology Transformation Service, 18F
and**

U.S. Office of Personnel Management, Chief Information Officer

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

IAA# : OPMFY16CIO-23

After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication. 18F agrees not to release any procurement sensitive information related to this interagency agreement.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number	OPMFY16CIO-23	-	-	-	Servicing Agency's Agreement
	GT&C #	Order #	Amendment/Mod #		Tracking Number (Optional)

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency		Servicing Agency		
Primary Organization/Office Name	U.S. Office of Personnel Management, Chief Information Officer		GSA/Federal Acquisition Service (FAS) GSA/Technology Transformation Svc(TTS)		
Responsible Organization/Office Address	1900 E Street, NW, Room 5415 Washington, DC 20415		18th & F St NW G142, Washington, DC 20405		
ORDER/REQUIREMENTS INFORMATION					
25. Order Action (Check One)					
<input checked="" type="checkbox"/> New <input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line. <input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line					
	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods (addition (+) or reduction (-))	\$	\$	\$	\$	\$0.00
Funding Change for This Mod	\$	\$	\$	\$	\$0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27. Performance Period					
Start Date	08-01-2016		End Date	09-30-2016	
	MM-DD-YYYY			MM-DD-YYYY	
For a performance period mod, insert the start and end dates that reflect the new performance period.					
	08-09-2016				

IAA Order

IAA Number OPMFY16CIO-23

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

28. Order Line/Funding Information													Line Number _____			
Requesting Agency Funding Information										Servicing Agency Funding Information						
ALC		2400001								47 000016						
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
TAS Required by 10/1/2014											024			X	4571	024
OR Current TAS format		24150100								47X4534.001						
BETC		DISB								COLL						
Object Class Code (Optional)		2511														
BPN		126536929								126916514						
BPN + 4 (Optional)																
Additional Accounting Classification/Information (Optional)		CIO Req# : 54783 Org/Prog/Strategic Goal 3210000000/38000000/240100000								285F.Q11TC000.AA20.25.AF151.H08 Cage# 3MSU6 DODAAC: 473299 / 473F70						
Requesting Agency Funding Expiration Date 09-30-2016 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09-30-2021 MM-DD-YYYY							
Project Number & Title																
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																
<p>The purpose of this task order is for General Services Administration 18F Digital Services (18F) to provide the Office of Personnel Management (OPM) with strategic support for transitioning and transforming from a legacy environment to a more distributed, robust, and secure environment. The OPM is in the process of implementing an initiative to build a new, more modern, secure, robust IT infrastructure for OPM and needs 18F assistance in strategically transitioning legacy applications to this new environment in the most effective and cost efficient manner for the Federal taxpayer. The 18F team will help confirm the current approach and begin the analysis and architecting of the OPM IT environments. The OPM CIO needs the critical support of a team of Federal Government experts in digital strategy.</p>																
North American Industry Classification System (NAICS) Number (Optional) _____																
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$						
Quantity		Unit Price		Total				Servicing Fees		\$						
1		\$385,000.00		\$385,000.00				Total Obligated Cost		\$ 0.00						
Overhead Fees & Charges				\$				Advance for Line (-)		\$						
Total Line Amount Obligated				\$385,000.00				Net Total Cost		\$0.00						
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation								
Net Line Amount Due				\$385,000.00												
Type of Service Requirements																
<input type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input checked="" type="checkbox"/> Not Applicable																

IAA Order

IAA Number OPMFY16CIO-23

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____

☐ Accrual Per Work Completed – Identify the accounting posting period:

☒ Monthly per work completed & invoiced

☐ Other – Explain other regular period (himonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed: _____

30. Total Net Order Amount: \$ 385,000.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

See attached SOW.

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600C, Attachment C: Economy Act Determination

Form 7600D, Attachment D: Acceptance of Ownership

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

☐ Requesting Agency Initiated IPAC

☒ Servicing Agency Initiated IPAC

☐ Credit Card

☐ Other – Explain other payment method and reasoning: _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

Upon completion of delivery

☐ Monthly

☐ Quarterly

☒ Other Billing Frequency (include explanation): _____

34. Payment Terms (Check One)

☒ 7 days

☐ Other Payment Terms (include explanation): _____

IAA Order

received
AUG 03 2016IAA Number OPMFY16CIO-23

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

0100AA16DA0D-61003000-3210000000-3800000-240100000

36. Delivery/Shipping Information for Products (Optional)

Agency Name

Point of Contact (POC) Name & Title

POC Email Address

Delivery Address /Room Number

POC Telephone Number

Special Shipping Information

APPROVALS AND CONTACT INFORMATION**37. PROGRAM OFFICIALS**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Lisa Schlosser	David Shive
Title	Acting Chief Information Officer	Acting Commissioner, TTS
Telephone Number	(b) (6)	
Fax Number		
Email Address	Lisa.Schlosser@opm.gov	(b) (6)
SIGNATURE	(b) (6)	(b) (6)
Date Signed	7/26/16	20 JUL 2016

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Daniel K. Marella	Andrew Roach Laura Dawson
Title	Deputy Chief Financial Officer	Manager of Financial Planning & Analysis
Telephone Number	(b) (6)	laura.dawson@gsa.gov
Fax Number		
Email Address	(b) (6)	andrew.roach@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	7/26/16	

Digitally signed by LAURA DAWSON
DN: c=US, o=U.S. Government, ou=General
Services Administration, cn=LAURA DAWSON
6.9.2342.19200300.100.1.1=47001002084219
Date: 2016.07.29 11:53:47 -0400

FMS Form 7600B
04/12DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

GSA's Acceptance of these funds is pending the Requesting
Agency Funding Official Signature. - LED 7/29/16

Page 4 of 6

IAA Order

IAA Number OPMFY16CIO-23

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Myrtle Nsekela	Kathryn Connolly
Title	Lead Accountant, CFO/FS/FRA	Innovation Specialist
Office Address	1900 E Street, NW, Suite 5475B Washington, DC 20415	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	myrtle.nsekela@opm.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)		
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	Kevin A. Powers	Shashank Khandelwal
Title	Resource Management Chief	Innovation Specialist
Office Address	1900 E Street, NW, Suite 5435G Washington, DC 20415	
Telephone Number	(b) (6)	
Fax Number		
Email Address	kevin.powers@opm.gov	shashank.khandelwal@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

U.S. Office of Personnel Management, Chief Information Officer

7600B, ATTACHMENT C

Economy Act (31 U.S.C. 1535) Determinations

In accordance with the Economy Act 31 U.S.C. 1535, the requesting agency intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

- A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be \$385,000.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government

Lisa Schlosser

(b) (6)



Signature

7/26/16
Date

IAA# : OPMFY16CIO-23

U.S. General Services Administration, Technology Transformation Service, 18F

and

U.S. Office of Personnel Management, Chief Information Officer

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs and/or fixed costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Navigator Favorites

Shop Requisitions Receiving Contractors

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search >

Requisition 54783

[Copy To Cart](#)[Cancel Requisition](#)

Description **CIO Digital Transformation
IAA between OPM and 18F**

Created By **Lorenzo, Cecilia I**

Creation Date **15-Jul-2016 08:31:53**

Deliver-To **1900 E STREET NW
WASHINGTON,DC,20415**

Justification **This procurement does not
required CIC approval, it is to
fund federal staff from GSA**

Status **Approved**


Change History **No**

Urgent Requisition **No**

Attachment **None**

Note to Buyer

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	CIO Digital Transformation IAA between OPM and 18F	17-Jul-2016 00:00:00	05AA	USD	385000	1 USD	385,000.00		
Total							385,000.00		

[Return](#)[Copy To Cart](#)[Cancel Requisition](#)

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

Privacy Statement

Copyright (c) 2008, Oracle. All rights reserved.

ORACLE iProcurement Navigator Favorites Shopping Cart Home Logout Preferences Help 																													
Shop Requisitions Receiving Contractors																													
Requisitions Notifications Approvals																													
Requisitions > Requisitions Search > Requisition 54783 >																													
Requisition 54783 Line 1: Details																													
Requisition																													
Description CIO Digital Transformation IAA between OPM and 18F Status Approved Change History No Header Attachments None					Current Approver Approver Phone Date Sent to Approver																								
<input type="checkbox"/> Hide Additional Information																													
Item Information																													
Requester Mercado, Suleena Need-By Date 17-Jul-2016 00:00:00 Item Number Category Description Information Technology Services P-Card Used No Tax Information Click Here					Deliver-To Location 05AA Destination Type Expense Inventory Replenishment Request No Supplier Supplier Site Supplier Contact Contact Phone Supplier Item																								
Charge Account																													
<table border="1"> <thead> <tr> <th>Charge Account</th> <th>Project Number</th> <th>Task Number</th> <th>Expenditure Type</th> <th>Expenditure Organization</th> <th>Expenditure Item</th> <th>Expenditure Date</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>0100AA16DA0D.2016.2016.61003000.251101.3210000000.3800000.240100000.00.00.00.00.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>100</td> </tr> </tbody> </table>										Charge Account	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item	Expenditure Date	Percent	0100AA16DA0D.2016.2016.61003000.251101.3210000000.3800000.240100000.00.00.00.00.00							100				
Charge Account	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item	Expenditure Date	Percent																						
0100AA16DA0D.2016.2016.61003000.251101.3210000000.3800000.240100000.00.00.00.00.00							100																						
Attachment																													
<table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Description</th> <th>Category</th> <th>Last Updated By</th> <th>Last Updated</th> <th>Usage</th> <th>Update</th> <th>Delete</th> <th>Publish to Catalog</th> </tr> </thead> <tbody> <tr> <td colspan="10">No results found.</td> </tr> </tbody> </table>										Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog	No results found.									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog																				
No results found.																													
Order																													
No data exists.																													
Shipment																													
<table border="1"> <thead> <tr> <th>Shipment</th> <th>Shipment Date</th> <th>Expected Receipt Date</th> <th>Freight Carrier</th> <th>Tracking Number</th> </tr> </thead> <tbody> <tr> <td colspan="5">No results found.</td> </tr> </tbody> </table>										Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number	No results found.														
Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number																									
No results found.																													
Receipt																													
<table border="1"> <thead> <tr> <th>Receipt</th> <th>Transaction Date</th> <th>Received Unit</th> <th>Received By</th> <th>Receiver Phone</th> <th>Items Returned</th> </tr> </thead> <tbody> <tr> <td colspan="6">No results found.</td> </tr> </tbody> </table>										Receipt	Transaction Date	Received Unit	Received By	Receiver Phone	Items Returned	No results found.													
Receipt	Transaction Date	Received Unit	Received By	Receiver Phone	Items Returned																								
No results found.																													
Invoice																													
<table border="1"> <thead> <tr> <th>Details Invoice</th> <th>Description</th> <th>Payment Status</th> <th>Creation Date</th> <th>On Hold Status</th> <th>Invoice Amount</th> <th>Amount Due</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td colspan="8">No results found.</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> TIP Invoice amounts shown may include items other than the requested item.</p>										Details Invoice	Description	Payment Status	Creation Date	On Hold Status	Invoice Amount	Amount Due	Due Date	No results found.											
Details Invoice	Description	Payment Status	Creation Date	On Hold Status	Invoice Amount	Amount Due	Due Date																						
No results found.																													
Payment																													
<table border="1"> <thead> <tr> <th>Payment</th> <th>Status</th> <th>Payment Date</th> <th>Payment Amount</th> <th>Cleared Date</th> <th>Payment Method</th> <th>Bank</th> </tr> </thead> <tbody> <tr> <td colspan="7">No results found.</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> TIP Payments amounts shown may include items other than the requested item.</p>										Payment	Status	Payment Date	Payment Amount	Cleared Date	Payment Method	Bank	No results found.												
Payment	Status	Payment Date	Payment Amount	Cleared Date	Payment Method	Bank																							
No results found.																													
Return																													
<div style="display: flex; justify-content: space-between;"> Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help Privacy Statement </div>																													



Capital Investment Committee Review Form FY2016**

[Submit by e-mail](#)

This form is used to request the use of funds

[Print Form](#)

Project Title: CIO IT Systems-18F Digital Services IAA with GSA

CIC Control #: CIO-0716-0004

Initiating Group: Chief Information Officer (CIO)

Initiating Office: OCIO

Presenter Name: David Vargas

Submitter Name: David Vargas

Date: 07/15/2016

Investment Type:

Invest. Type: 2511 - Contract - IT

Invest. Category: Resubmission - Previously Not Concurred

Funding Type: Appropriated

Strategic Goal: Goal 4: Efficient and Effective IT Systems

Consent Agenda (recurring item):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Investment Fully Funded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Critical Investment:	<input checked="" type="checkbox"/> Non-Critical Investment: <input type="checkbox"/>	Totals	Current FY Budget Funds Available
Acquisition:							
Maintenance:							
Operations:							
Planning:			\$385,000	\$2,000,000	\$400,000	\$2,785,000	\$385,000
FY Costs:	FY15	FY16	\$385,000	FY17	\$2,000,000	FY18	\$400,000
						\$2,785,000	\$385,000
New FTE Req'd:						Total	
FTE Costs:						Total	

Justification Summary:**1) Describe the investment (include its initial start date and lifespan):**

(250 word max.)

This investment request is for General Services Administration\18F Digital Services (18F) to provide the Office of Personnel Management\Office of the CIO with strategic support for transforming OPM into a digital-first organization. 18F's Transformation Services at GSA will embed a dedicated team at OPM and work hand-in-hand with CIO staff to build-up our internal digital capacity quickly. The expectation is that within an 18 month period, starting in August of 2016, OPM will be on an independent and sustainable path to becoming a digital-first agency. The OPM CIO needs the critical support of a team of Federal Government experts in digital strategy to continue the work the CIO has completed to date in improving the IT modernization at OPM. The overall project includes:

- A Discovery Phase that will include an assessment of People/Processes/Tools for the current and future state, the creation of a tailored plan, the alignment of stakeholders to ensure agency readiness, the identification of key projects and the execution of an agreement to proceed
- A Demonstration Phase that will embed an 18F team in delivering the agree upon projects, assessment of the need for an OPM digital services team, developing acquisition strategies to enable product and services delivery, and execution of retrospectives.
- A Scale-up Phase that will stand-up an OPM digital services team, acquiring enabling products, implement operating models, expand the new delivery methodologies to other projects and transition of support from the 18F team to the OPM digital Services team, and execution of retrospectives.
- A Support Phase that will refine at-scale operating models and engage the 18F team with strategic and tactical needs as identified.

2) Describe how the investment supports OPM's strategic goal(s):

(200 word max.)

The Office of the Chief Information Officer (OCIO), desires to transition and transform from a legacy environment to a more integrated, robust, and secure IT environment. We must not only do this in an agile way but must be able to show early, quick wins and expand on those early successes. This is consistent with OPM's Strategic IT Plan's Enabling Initiatives where Agile development is a core component of our future success.

3) Describe the impact if the investment is not approved:

(285 word max.)

If this investment is not approved, it directly impacts the CIO's ability to support the Office of Personnel Management (OPM) strategic goals as described in Section 2 above and it delays forward progress on the migration efforts. Further, if alternative procurement strategies are needed, the work will not be supported by a team of Federal Government experts in digital strategy.

4) Provide a summary of funding and source(s) of funds for the investment:

(285 word max.)

The proposed contract will be funded through appropriated S&E funding in FY 2016 and is already budgeted in our FY16 S&E Operating Plan . For FY 17/18, it is requested as part of OPM's supplemental \$37 million request.

Ancillary Submission Activities:

☐ Alternative Analysis ☒ N/A

☐ Risk Management Plan ☒ N/A

Small Business Considered: ☐ Yes ☒ No

Investment Review Board

Does the Investment Review Board (IRB) monitor this investment?

☐ Yes ☒ No

Committee Comments

Authorizations / Approvals: (Signatures below represent an acknowledgement for the requested funds)

DAVID VARGAS

Digitally signed by DAVID VARGAS
Date: 2016.07.20 15:32:31 -0400

Date

Title: Associate CIO for Strategy and Policy

Date

Title:

Date

Title:

(b) (6)

Committee Decision

Date

8/2/16

☒ Concur ☐ Non-concur

Daniel R. Marena
Deputy Chief Financial Officer

(b) (6)

Date

8/2/16

☒ Concur ☐ Non-concur

Mark W. Lambert
Associate Director
Merit System Accountability & Compliance

**General Services Administration (GSA) /
Technology Transformation Service (TTS) / 18F**

and

Office of Personnel Management (OPM) / Office of Chief Information Officer (OCIO)

Attachment A - Statement of Objectives (SOO)

1.0 BACKGROUND

The GSA (the Servicing Agency), through its Technology Transformation Service / 18F, offers a variety of services focused on transforming the way government builds and buys digital/tech services, with an emphasis on public-facing interactions. One of the lines of business through which 18F delivers its services is the Transformation Services division, whose mission is to transform agencies into digital organizations through new management models, culture change, modern practices, empowered talent, data access, and collaboration tools.

The Requesting Agency, for the purposes of this SOO, is the Office of Personnel Management (OPM) OCIO. OPM OCIO is currently undertaking a department-wide digital transformation, which will require the adoption of new models, practices, and tools in the areas of talent management, customer experience, acquisition management, employee collaboration, data management, product development, and technology delivery. Because 18F can leverage its experience in implementing these new models and practices at an enterprise level, OPM OCIO is engaging 18F to support the planning and implementation of OPM OCIO's digital transformation initiative.

The purpose of the engagement is to evaluate OPM OCIO's existing digital capabilities within the context of the organization's strategic imperatives, identify capability gaps between where the organization is now and where it wants to be, and to develop a systematic approach to maturing OPM OCIO's digital capabilities.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide OPM OCIO with a Digital Transformation Assessment, with a particular focus on OPM IT systems (and how those systems are built, bought, and managed) that support OPM retirement services and the human resources data exchange. The assessment will include the following components:

1. Workshops and/or interviews with OPM staff to understand the current state and desired future state of the organization.

2. An analysis of existing capabilities and the identification of capability gaps in the areas of talent management, customer experience, acquisition management, employee collaboration, data management, product development and technology delivery.
3. A report, and presentations as directed by OPM, that will provide a summary of the above mentioned items and a prioritized list of recommended actions.

Each agency is responsible for legal review for its own agency procurements and other agency actions.

3.0 TIMEFRAME FOR ACHIEVING OBJECTIVES

Objective	Timeframe
Project Kickoff	< 15 business days after agreement execution
Workshops and Interviews	On dates mutually agreed upon by both parties
Digital Transformation Assessment Report	< 2 months after Project Kickoff

4.0 SERVICING AGENCY'S REQUIREMENTS

To ensure best execution of work, OPM will provide access to the following upon request by the servicing agency:

- Documentation as appropriate (e.g. IT budget, procurement and strategic plans)
- Access to OPM contracting and/or legal staff with knowledge of the data rights of current OPM IT systems.
- Facilities and equipment (including necessary credentials)
- Key contractors and vendors, with the following actions to provide for appropriate lines of responsibility between OPM and 18F on one hand, and OPM and its contractors and vendors on the other:
 - (1) The OPM POC and 18F will coordinate in writing, in advance, on the identities of any OPM contractors or vendors whom OPM directs 18F to interact with to perform the work for OPM that is set out in this agreement .
 - (2) OPM will advise its contractors or vendors whom it directs to interact with GSA/18F staff of the following, as OPM determines is appropriate:
 - (a) GSA/18F staff are Federal employees performing work for OPM;

- (b) the contractor/vendor should be aware of the identity of their OPM Contracting Officer. GSA/18F staff have no authority to make decisions related to the contract; only the OPM Contracting Officer does;
- (c) GSA/18F staff are in an information gathering stage, at most in an advisory role to OPM, not in a decision-making role.

(3) For any meetings or other communications which include both 18F staff and OPM contractors or vendors, OPM will determine if it is appropriate to send an OPM representative (such as the OPM Administrative Contracting Officer, Contracting Officer's Representative, or other OPM designee) to participate.

(4) GSA/18F employees will copy the OPM POC on email (and other communications, as practicable) which include OPM contractors or vendors, and will coordinate closely with the OPM POC on all matters involving OPM contractors or vendors.

OPM will allow and enable GSA to publish articles and talk about the engagement in terms agreeable to both agencies, coordinated with the OPM [Public Affairs?] point of contact identified in Block 40 of the 7600B for this agreement.

5.0 REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means GSA's direct and indirect costs, including (1) labor costs, charged at current hourly rates based on employee grade plus overhead costs as well as travel (if any); (2) non-labor costs, including any infrastructure/hosting, contracted services, pre-approved travel, and related expenses under this agreement.

Cost Breakout:

Labor: \$350,752

Travel: \$23,894

6.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

Servicing Agency IAA#: OPM TTS170001

**U.S. General Services Administration, Technology Transformation Service, 18F
and
U.S. Office of Personnel Management, Chief Information Officer**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

UNITED STATES GOVERNMENT
INTERAGENCY AGREEMENT (IAA)
Agreement Between Federal Agencies
General Terms & Conditions (GT&C) Section



IAA Number _____ GT&C # _____ 0000 Order # _____ Amendment # / Mod # _____

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products / Services	Servicing Agency Providing Products / Services
Name	U.S. Office of Personnel Management Chief Information Officer	General Services Administration, Technology Transformation Services (TTS)
Address	1900 E Street, NW, Room 5415 Washington, DC 20415	18th & F St NW G142, Washington, DC 20405
2. Servicing Agency Tracking Number (Optional) : OPMTTS170001		
3. Assisted Acquisition Agreement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment - Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation - Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date _____ End Date <u>09/30/2017</u> of IAA or effective cancellation date <div style="display: flex; justify-content: space-around; width: 100%;"> MM-DD-YYYY MM-DD-YYYY </div>		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received <input type="checkbox"/> Yes If Yes, this is an: Annual Renewal <input type="checkbox"/> <div style="display: flex; justify-content: space-between; width: 100%;"> Other Renewal <input type="checkbox"/> State the other renewal period: _____ </div> <input checked="" type="checkbox"/> No		
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related order.		

UNITED STATES GOVERNMENT
INTERAGENCY AGREEMENT (IAA)
Agreement Between Federal Agencies
General Terms & Conditions (GT&C) Section



IAA Number _____ 0000
GT&C # _____ Order # _____ Amendment # / Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount)

(Optional for assisted Acquisitions)

Direct Cost _____ \$150,500.00

Overhead Fees & Charges _____

Total Estimated Amount _____ \$150,500.00

Provide a general explanation of the Overhead Fees and Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund

Revolving Fund

Working Capital Fund

Economy Act (31
U.S.C. 1535 / FAR 17.5)

Other Authority

☐
☐
☐
☒
☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund

Revolving Fund

Working Capital Fund

Economy Act (31
U.S.C. 1535 / FAR 17.5)

Other Authority

☐
☐
☐
☒
☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or List Attachments that support Requesting Agency's Scope.)

The purpose of this task order is for General Services Administration\18F Digital Services (18F) to provide the Office of Personnel Management\Office of the CIO with strategic support for transitioning and transforming from a legacy environment to a more distributed, robust, and secure environment. The OCIO needs 18F assistance in strategically transitioning legacy applications in the most effective and cost efficient manner for the Federal tax payer. The 18F team will help confirm the current approach and begin the analysis and architecting of the OPM IT environments. The OPM CIO needs the critical support of a team of Federal Government experts in digital strategy.

12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency)

Please see attached SOW.

UNITED STATES GOVERNMENT
INTERAGENCY AGREEMENT (IAA)
Agreement Between Federal Agencies
General Terms & Conditions (GT&C) Section



IAA Number _____ GT&C # _____ 0000
Order # _____ Amendment # / Mod # _____

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

NA

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency).

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Transaction (IGT) Guide.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is cancelled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition

Assistance for this IAA (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

NA

18. Assisted Acquisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition

Assistance for this IAA (State or attach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA.)

NA

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Cancellation Policy--Servicing Agency: In the event that the Requesting Agency cancels or terminates one or more activities under this SOW, the Requesting Agency will reimburse for all actual costs of the cancellation. These expenses may be related to materials, assessments, staff hours worked on design, staffing, program coordination and non-refundable speaker travel expenses.

UNITED STATES GOVERNMENT
INTERAGENCY AGREEMENT (IAA)
Agreement Between Federal Agencies
General Terms & Conditions (GT&C) Section



IAA Number _____ 0000
GT&C # _____ Order # _____ Amendment # / Mod # _____

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency Attachments)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled as per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Lawrence Anderson	Rob Cook
Title	Associate Chief Information Officer	Commissioner, TTS
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	Lawrence.Anderson@opm.gov	Rob.Cook@gsa.gov
SIGNATURE	LAWRENCE ANDERSON <small>Digitally signed by LAWRENCE ANDERSON DN: 2017.04.17 15:48:09 -0400</small>	e-Signed by Vladlen David Zvenyach <small>on 2017-05-08</small>
Approval Date		

Servicing Agency IAA#: OPMTTS170001

Order#: 0001

**General Services Administration (GSA) /
Technology Transformation Service (TTS) / 18F**

and

Office of Personnel Management (OPM) / Office of Chief Information Officer (OCIO)

Attachment A - Statement of Objectives (SOO)

1.0 BACKGROUND

The GSA (the Servicing Agency), through its TTS / 18F office, offers a variety of services focused on transforming the way government builds and buys digital/tech services, with an emphasis on public-facing interactions. One of the lines of business through which 18F delivers its services is the Transformation Services unit, whose mission is to transform agencies into digital organizations through new management models, culture change, modern practices, empowered talent, data access, and collaboration tools.

The Requesting Agency, for the purposes of this document, is the OPM OCIO. The OPM OCIO is undergoing the process of digital transformation, which requires the adoption of new models, practices, and tools in the areas of talent management, customer experience, acquisition management, employee collaboration, data management, product development, and technology delivery. As a unique organization in government, and because 18F can leverage its experience in implementing these new models and practices at an enterprise level, the OPM OCIO is requesting to extend its engagement with 18F to continue its support of the OCIO's digital transformation initiative.

Previously, the OPM OCIO engaged 18F in a short-term discovery effort to evaluate OPM OCIO's existing digital capabilities within the context of the organization's strategic imperatives. That effort helped to identify capability gaps between where the organization was and where it desired to be. It also helped to develop a systematic approach to maturing OPM OCIO's digital capabilities.

As a continuation of that effort, the purpose of this current engagement is to augment and mature OPM's existing digital capabilities in fulfilling its mission of supporting and honoring the Federal workforce for the American people. Presently, the retirement process uses a tool known as Federal Annuity Claims Expert System (FACES), to estimate and calculate retirement benefits. The Microsoft Excel calculator engine, native to FACES has withstood the test of time, and after over 15 years of its operation has accrued significant technical debt. The scope of this engagement is to conduct research, synthesize collected data, and make findings and recommendations for the Requesting Agency to develop an explicit problem statement, product

vision, and a discovery solutions roadmap that will help OPM OCIO advance its goal of designing and implementing a new Retirement Benefits Calculator for the FACES application.

As 18F engages on the scope below, we expect to gain further insight into OPM's objectives and ensure the specific activities outlined below align and support the overall strategy.

2.0 SCOPE OF OBJECTIVES

Specific objectives of the transformation review include:

1. Establishing a clear product vision, informed by user research and experience design, to create consensus around the proposed future of FACES Retirement Benefits Calculator.
2. Developing a set of objectives and user stories in an agile "backlog" format to establish a list of project outcomes and tasks, helping formulate an overall roadmap for implementation.
3. Producing a technical review of any existing and contemporary operational architectures, programs, applications, and systems.
4. Defining an iterative approach to helping OPM OCIO execute a technical re-design and implementation of the FACES calculation engine, including, but not limited to, risks and any skills and resources required to support the product.

The work may also include time and effort for the team to conduct a number of technical explorations including:

1. Capture current-state "inputs and outputs" in order to develop test cases for use in future test-driven development and evaluation. This would require access to log and traffic information for existing FACES queries and calculations.
2. Potential prototype development, as determined by the team, to provide an evidence-based approach to validating assumptions.

3.0 TIMEFRAME FOR ACHIEVING OBJECTIVES

Initiation <ul style="list-style-type: none">• Project Execution materials including: Estimated time table, staffing chart, financial models• Reading List Request	<i>After the agreement is signed, the parties will select a mutually agreeable start date.</i>
Kickoff - an on-site workshop with core team and stakeholders to identify core activities and make participant	<i>At a mutually agreed upon date after the agreement is signed.</i>

introductions <ul style="list-style-type: none"> • Agenda • Presentation 	
Participant recruiting and scheduling <ul style="list-style-type: none"> • Any outreach and communication materials as necessary 	Begins during Kickoff
Investigation - interview sessions and workshops	2 weeks after Kickoff
Exploration and Hypothesis Testing - development-driven efforts to collect existing retirement calculation test information and prototype future alternatives <ul style="list-style-type: none"> • FACES test cases as necessary • Prototypes as necessary 	3 weeks after Kickoff
Synthesis and Product Definition <ul style="list-style-type: none"> • Definition of minimal viable product and potentially future phases of work • Report of findings (learnings from discovery and prototyping, rationale and parameters for MVP definition) • Preliminary product backlog • Preliminary product roadmap 	4 weeks after Kickoff
Planning for the next phase <ul style="list-style-type: none"> • Using the preliminary roadmap developed above, scope out the work for the next phase of the project, along with cost estimates 	4 - 5 weeks after Kickoff
Interpretation and Recommendations <ul style="list-style-type: none"> - open discussion and dialogue • Recommended next steps 	5 weeks after Kickoff: on a mutually agreed date after report of findings is delivered

4.0 SERVICING AGENCY'S REQUIREMENTS

To ensure the best execution of the work, OPM OCIO will provide the following:

1. A dedicated Transformation Lead who reports directly to the CIO or top-level agency leadership and who is responsible for:
 - a. Co-leading the 18F team;

- b. Providing agency and domain expertise as required;
 - c. Communicating/messaging the efforts of the transformation team, liaising with agency leaders and other staff to promote modern digital practices; and
 - d. Actively working with the agency to manage risks and resolve issues that the transformation team encounters.
- 2. Access to the following upon request by the servicing agency:
 - a. Key personnel, including executives and staff-level employees.
 - b. Key contractors and vendors, in accordance with the following actions to provide for appropriate lines of responsibility between OPM OCIO and 18F on one hand, and OPM OCIO and its contractors and vendors on the other:
 - i. The OPM POC and 18F will coordinate in writing, in advance, on the identities of any OPM contractors or vendors whom OPM OCIO directs 18F to interact with to perform the work for OPM OCIO that is set out in this agreement.
 - ii. OPM OCIO will advise its contractors or vendors whom it directs to interact with GSA/18F staff of the following, as OPM OCIO determines is appropriate:
 - 1. GSA/18F staff are Federal employees performing work for OPM OCIO;
 - 2. The contractor/vendor should be aware of the identity of their OPM Contracting Officer. GSA/18F staff have no authority to make decisions related to the contract; only the OPM Contracting Officer does; and
 - 3. GSA/18F staff members are in an information gathering stage, at most in an advisory role to OPM OCIO, not in a decision-making role.
 - iii. For any meetings or other communications which include both 18F staff and OPM contractors or vendors, OPM OCIO will determine if it is appropriate to send an OPM representative (such as the OPM Administrative Contracting Officer, Contracting Officer's Representative, or other OPM designee) to participate.
 - iv. GSA/18F employees will copy the OPM POC on email messages (and other communications, as practicable) which include OPM contractors or vendors, and will coordinate closely with the OPM POC on all matters involving OPM contractors or vendors.
 - c. Access to facilities and equipment (including necessary credentials).
 - d. Documentation (e.g., IT budget, acquisition plans, strategic plans).
- 3. Approval for 18F to communicate status and progress of the engagement (e.g., blog posts) in terms agreeable to both agencies.

5.0 REIMBURSEMENT

Servicing Agency IAA#: OPMTTS170001

Order#: 0001

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs, charged at current hourly rates based on employee grade and (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement.

Cost Breakout

- Labor: \$140,500
- Travel: \$10,000

6.0 USE OF CONTRACT SERVICES

GSA may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

7.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, risks, and issues. A financial accounting will be included at least monthly based upon the requested services.

Servicing Agency IAA# : OPMTTS170001

Order#: 0001

U.S. General Services Administration, Technology Transformation Service, 18F

and

U.S. Office of Personnel Management, Chief Information Officer

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA# :

Order#: 0001

U.S. Office of Personnel Management, Chief Information Officer

7600B, ATTACHMENT C

Economy Act (31 U.S.C. 1535) Determinations

In accordance with the Economy Act 31 U.S.C. 1535, the requesting agency intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

- A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be **\$150,500**.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government

(b) (6)



Management Officer, OPM OCIO

Date

May 9, 2017

received
APR 28 2017

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency		Servicing Agency		
Primary Organization/Office Name	U.S. Office of Personnel Management, Chief Information Officer		General Services Administration, Technology Transformation Service		
Responsible Organization/Office Address	1900 E Street, NW, Room 5415 Washington, DC 20415		18th & F St NW G142, Washington, DC 20405		
ORDER/REQUIREMENTS INFORMATION					
25. Order Action (Check One) <input checked="" type="checkbox"/> New <input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line . <input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$ _____	\$ _____	\$ _____	\$ _____	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
Funding Change for This Mod	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
TOTAL Modified Obligation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Advance Amount (-)	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
Net Modified Amount Due	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
27. Performance Period Start Date <u>05/16/2017 - PAN</u> End Date <u>09-30-2017</u> For a performance period mod, insert the start and end dates that reflect the new performance period. MM-DD-YYYY MM-DD-YYYY					

IAA Order

IAA Number _____
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) OPMTTS170001

28. Order Line/Funding Information										Line Number _____							
				Requesting Agency Funding Information					Servicing Agency Funding Information								
ALC		24 000001							47 000016								
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB	
OR Current TAS format			24170100						47X4534.001								
BETC			DISB						COLL								
Object Class Code (Optional)			251102 (labor) and 2105 (travel)														
BPN									08-044-1469								
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)			CIO Req#: 56999 Org/Prog/Strategic Goal 3211130000/3000000/240400000						2017-F-00-285F-DS11-Q00XF000-AF151-18F-Billa ble Cage# 3G0T3 DODAAC: 476420								
Requesting Agency Funding Expiration Date 09-30-2017 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09-30-2022 MM-DD-YYYY								
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) 18F to provide a deep dive Discovery for the FACES system for the Office of the Chief Information Officer.																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:								
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
1		\$150,500.00		\$ 150,500.00				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges				\$				Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 150,500.00				Net Total Cost		\$ 0.00							
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$ 150,500.00													
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number _____ - _____ - _____
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) OPMTTS170001

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☒ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 150,500.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒ Other Attachments (Optional)

7600B Attachment A: SOO

7600B Attachment B: Funding Details

7600B Attachment C: Economy Act Determinations

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

Upon completion of delivery

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 Days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

IAA Order

received
APR 24 2017IAA Number _____ - _____ - _____
GT&C # _____ Order # _____ Amendment/Mod # _____Servicing Agency's Agreement
Tracking Number (Optional) OPMTTS170001**35. Funding Clauses/Instructions** (Optional) (State and/or list funding clauses/instructions.)

0100AA17TA0D-61001000-3211130000-3000000-240400000

36. Delivery/Shipping Information for Products (Optional)

Agency Name

Point of Contact (POC) Name & Title

POC Email Address

Delivery Address /Room Number

POC Telephone Number

Special Shipping Information

APPROVALS AND CONTACT INFORMATION**37. PROGRAM OFFICIALS**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	David DeVries	Rob Cook
Title	Chief Information Officer	Commissioner, GSA/TTS
Telephone Number	(b) (6)	
Fax Number		
Email Address	David.DeVries@opm.gov	rob.cook@gsa.gov
SIGNATURE	DAVID DEVRIES <small>Digitally signed by DAVID DEVRIES Date: 2017.04.20 11:39:18 -04'00'</small>	e-Signed by Vladlen David Zvenych on 2017-05-08
Date Signed		

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency **Funding Official** signs to **start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.**

	Requesting Agency	Servicing Agency
Name	Margaret P. Pearson	Paula Netro
Title	Associate Chief Financial Officer	OCFO Financial Management Analyst
Telephone Number	(b) (6)	
Fax Number		
Email Address	margaret.pearson@opm.gov	paula.netro@gsa.gov
SIGNATURE	(b) (6)	Paula Netro <small>Digitally signed by Paula Netro DN: cn=Paula Netro, o=GSAA, ou=GSAA, email=pnetro@gsa.gov, c=US Date: 2017.05.16 11:05:53 -05'00'</small>
Date Signed		5/16/2017

IAA Order

IAA Number _____
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) OPMTTS170001

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Myrtle Nsekela	Kathryn Connolly
Title	Lead Accountant, CFO/FS/FRA	Administrative Support Specialist
Office Address	1900 E Street, NW, Suite 5H30K Washington, DC 20415	1800 F St NW Washington DC 20405
Telephone Number	(b) (6)	
Fax Number		
Email Address	myrtle.nsekela@opm.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Nanci Petit	Chris Cairns
Title	Resource Management Chief	
Office Address	1900 E Street, NW, Suite 5435G Washington, DC 20415	
Telephone Number	(b) (6)	
Fax Number		
Email Address	nanci.petit@opm.gov	christopher.cairns@gsa.gov
Signature & Date (Optional)		
Name	Juan Singleton	
Title	Financial Management Specialist	
Office Address	1900 E Street, NW, Suite 5415 Washington, DC 20415	
Telephone Number	(b) (6)	
Fax Number		
Email Address	Juan.Singleton@opm.gov	
Signature & Date (Optional)		
Name	Jason Kruse	
Title	Chief IT Enterprise Architect	
Office Address	1900 E Street, NW, Suite 4450 Washington, DC 20415	
Telephone Number	(b) (6)	
Fax Number		
Email Address	Jason.Kruse@opm.gov	
Signature & Date (Optional)		

IAA#: OPM TTS170001

Order#: 0001

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Required Approval**

Form 7600B, Attachment E

The GSA Chief Information Officer is required to review and approve contracts or agreements related to information technology.¹ This attachment is to signify that the GSA-CIO has reviewed and approved this agreement between **OPM** and TTS for work to be done on **FACES Discovery** in keeping with the requirements of 40 U.S.C. 11319.

e-Signed by David Shive
on 2017-05-15

David Shive, Chief Information Officer
General Services Administration

Date

¹ See 40 USC 11319(b)(1)(C)(i)(I) stating, "A covered agency other than the Department of Defense...may not enter into a contract or other agreement for information technology or information technology services, unless the contract or other agreement has been reviewed and approved by the Chief Information Officer of the agency."

IAA# : OPMTTTS180002

Order#: 000

**U.S. General Services Administration, Federal Acquisition Service,
Technology Transformation Services, 18F
and**

**U.S. Office of Personnel Management, PAC , PMO
FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

IAA# : OPMTTTS180002

Order#: 000

After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

9.0 Design Research

The requesting agency acknowledges the servicing agency's commitment to human-centered design, specifically its practice of design research. Design research broadens perspectives and tests assumptions by actively and systematically engaging with information ecosystems.

The requesting agency acknowledges and agrees that:

- A. The servicing agency shall conduct design research as authorized by Executive Order 13571, *Streamlining Service Delivery and Improving Customer Service*, Section 2 (B).
- B. In its conduct of design research, the servicing agency may:
 - i. Interact with federal employees, contractors, and members of the public.
 - ii. Access sensitive information and personally identifiable information.

IAA# : OPM TTS180002

Order#: 000

- iii. Seek approval for its information collection instruments under the paperwork reduction action (PRA). The servicing agency shall collaborate with PRA desk officers at the requesting agency, as appropriate.
- C. The servicing agency shall notify the requesting agency about the nature and scope of its design research studies. The requesting agency is responsible for communicating the nature and scope of design research studies to its labor unions, if applicable.
- D. The servicing agency has conducted a privacy impact assessment (PIA) for design research to fully identify and mitigate potential privacy risks. The servicing agency's design research PIA is located at: <https://gsa.gov/portal/content/102237>
- E. The servicing agency shall provide access to and transfer ownership of design research-related data on a need-to-know basis in accordance with the principles outlined in its design research PIA.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

Received
OCT 27 2017

IAA Number OPMTTS180002 - 0000 - 0 00
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name Office of Personnel Management PAC PMO/SSCLOB	GSA, Technology Transformation Services, FAS
	Address 1900 E St, NW Rm 5H27, Washington DC 20405	1800 F Street, N.W. Washington, D.C. 20405
2. Servicing Agency Agreement Tracking Number (Optional) _____		
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date <small>date of final signature</small> _____ End Date <small>one year from date of final signature of IAA or effective cancellation date</small> _____ MM-DD-YYYY MM-DD-YYYY		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input checked="" type="checkbox"/>		
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related Order.		

United States Government
Interagency Agreement (IAA) - Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OPMTTS180002 - 0000 - 0000
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost \$24,949.00
Overhead Fees & Charges
Total Estimated Amount \$24,949.00

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing
the services under this IAA. Reimbursement of GSA's actual costs is described
further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Revolving Working Economy Act Other
Fund Fund Capital Fund (31 U.S.C. 1535/FAR 17.5) Authority
☐ ☐ ☐ ☐ ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Acquisition Services Fund 40 USC 321, 501

b. Servicing Agency's Authority (Check One)

Franchise Revolving Working Economy Act Other
Fund Fund Capital Fund (31 U.S.C. 1535/FAR 17.5) Authority
☐ ☐ ☐ ☐ ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Acquisition Services Fund 40 USC 321, 501

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

18F-Distribution of Federalist access to requesting agency users & Operations & Maintenance of the Federalist platform & cost tracking.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

18F-Distribution of Federalist access to requesting agency users & Operations & Maintenance of the Federalist platform & cost tracking.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OPMTTS180002 - 0000 - 0000
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

Received
OCT 27 2017

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OPMTTS180002 - 0000 - 0000
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23. Requesting Agency		Servicing Agency
Name	Daniel Schoettinger	Rebecca Piazza
Title	Team Lead, CPI	Assistant Commissioner of TTS-18F
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	daniel.schoettinger@opm.gov	rebecca.piazza@gsa.gov
SIGNATURE	DANIEL SCHOETTINGER 2017.10.05 16:42:33 -04'00'	e-Signed by Rebecca Piazza on 2017-12-18
Approval Date	10-05-2017	

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency		Servicing Agency		
Primary Organization/Office Name	Office of Personnel Management PAC PMO/SSCLOB		GSA, Technology Transformation Services, FAS		
Responsible Organization/Office Address	1900 E St, NW Rm 5H27, Washington DC 20415		1800 F Street, N.W. Washington, D.C. 20405		
ORDER/REQUIREMENTS INFORMATION					
25. Order Action (Check One)					
<input checked="" type="checkbox"/> New <input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line. <input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line					
	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods (addition (+) or reduction (-))	\$	\$	\$	\$	\$0.00
Funding Change for This Mod	\$	\$	\$	\$	\$0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27. Performance Period					
Start Date	date of final signature		End Date	one year from date of final signature	
For a performance period mod, insert the start and end dates that reflect the new performance period.	MM-DD-YYYY 12/20/2017 - PAN			MM-DD-YYYY 12/19/2018 - PAN	

IAA Order

IAA Number OPMTTS180002 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

28. Order Line/Funding Information												Line Number <u> </u>				
Requesting Agency Funding Information												Servicing Agency Funding Information				
ALC		24-00-0100								47-00-0016						
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
			024	2018	2018		0100	000								
OR Current TAS format			024180100						47X45341							
BETC			DISB						COLL							
Object Class Code (Optional)																
BPN			126536929						08-044-1489							
BPN + 4 (Optional)																
Additional Accounting Classification/Information (Optional)									2018-F-00-285F-DS11-Q00XF000-AF151-18F B/lable							
Requesting Agency Funding Expiration Date 09-30-2018 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09-30-2023 MM-DD-YYYY							
Personnel Vetting Reform Website																
Project Number & Title																
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																
18F-Distribution of Federalist access to requesting agency users & Operations & Maintenance of the Federalist platform & cost tracking.																
North American Industry Classification System (NAICS) Number (Optional) <u> </u>																
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$						
Quantity		Unit Price		Total				Servicing Fees		\$						
1		\$24,949.00		\$ 24,949.00				Total Obligated Cost		\$ 0.00						
Overhead Fees & Charges				\$				Advance for Line (-)		\$						
Total Line Amount Obligated				\$ 24,949.00				Net Total Cost		\$ 0.00						
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation								
Net Line Amount Due				\$ 24,949.00												
Type of Service Requirements																
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																

IAA Order

IAA Number OPMTTS180002 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line - Provide amount to be accrued \$ and Number of Months
- ☐ Accrual Per Work Completed - Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed:

30. Total Net Order Amount: \$ 24,949.00
 [All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form), Form 7600B, Attachment C: FITARA

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]
 If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other - Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

30 days to allow for payment of Invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation):

IAA Order

IAA Number OPMTTS180002 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.) Form 7600B, Attachment B: Funding Details		
36. Delivery/Shipping Information for Products (Optional)		
Agency Name		
Point of Contact (POC) Name & Title		
POC Email Address		
Delivery Address /Room Number		
POC Telephone Number		
Special Shipping Information		
APPROVALS AND CONTACT INFORMATION		
37. PROGRAM OFFICIALS The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.		
	Requesting Agency	Servicing Agency
Name	Daniel Schoettlinger	Rebecca Piazza
Title	Team Lead, CPI	Assistant Commissioner of TTS-18F
Telephone Number	(b) (6)	
Fax Number		
Email Address	daniel.schoettlinger@opm.gov	Rebecca Piazza
SIGNATURE	DANIEL SCHOETTINGER 2017.10.05 16:44:20 -0400	e-Signed by Rebecca Piazza
Date Signed	10-05-2017	on 2017-12-18
38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.		
	Requesting Agency	Servicing Agency
Name	(b) (6)	Paula Netro
Title		OCFO Financial Management Analyst
Telephone Number		
Fax Number		
Email Address		paula.netro@gsa.gov
SIGNATURE		Paula Netro
Date Signed	10/30/17	12/20/2017

IAA Order

IAA Number OPMTTS180002
GT&C #

- 0001 -
Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	William T. Smith.	Jackie Xu
Title	Team Leader, CFP/CFS	Innovation Specialist
Office Address	OPM, 1900 E St NW, Room 5416, Washington DC 20415	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	william.smith@pac.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)		
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	Christine Branom	William Slack
Title	Administrative Officer	18F Innovation Specialist
Office Address	OPM, 1900 E St NW, Room 5H27F Washington DC 20415	
Telephone Number	(b) (6)	
Fax Number		
Email Address	christine.branom@opm.gov	
Signature & Date (Optional)		
Name	Mikhail Kofman	Matthew Spencer
Title	Management & Program Analyst	18F Agreements Lead
Office Address	PAC PMO/SSCLOB, 1801 S. Bell Street, Suite 501, Arlington, VA 22202	
Telephone Number	(b) (6)	
Fax Number		
Email Address	mikhail.kofman@pac.gov	matthew.spencer@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO Office of Personnel Management, PAC , PMO

1.0. BACKGROUND

The U.S. General Services Administration (the Servicing Agency), through the Office of 18F (18F) within the Technology Transformation Services / FAS, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services.

18F has a product called Federalist. Federalist is software-as-a-service for self-service publishing and maintenance of static web pages. Federalist provides users with customizable templates for common website use cases and a web-based editor to update and add content to the templates. Users also have the ability to use custom templates on Federalist.

18F provides access to the Federalist platform and its capabilities and maintains the Federalist platform and infrastructure security compliance. Agencies access the platform on a self-service level to modify and launch static web pages onto Federalist's cloud-based deployment and hosting infrastructure.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the Office of Personnel Management, Performance Accountability Council, PMO (OPM), who will execute an interagency agreement with GSA to provide services to OPM. OPM requires the ability to host easily editable static web pages. To help achieve its goals, the Requesting Agency is engaging GSA to provide access to Federalist. This will meet the agency's need by allowing the agency to create and host its web content on the Federalist platform.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide OPM the following:

1. Access to Federalist to create and manage static web pages, including:
 - a. Federalist web editing tools for creating and editing web content
 - b. Access to training and documentation materials such as <https://federalist-docs.18f.gov/> to assist users in using Federalist.

- c. Hosting for collections of static web pages using the Federalist cloud hosting platform under unified domain names.
2. 18F direct support necessary to achieve the objectives of this IAA, including:
 - a. Provisioning individual access to Federalist
 - b. Proactive updates about new features or platform downtime as appropriate.
3. 18F will supply OPM as requested with Monthly Statements and additional Project Status Updates.

3.0 REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means GSA's direct and indirect costs including (1) labor costs, (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement; and (3) professional services, including those described in Section 2.3, above.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA.

4.0 DELIVERABLE TIMELINE

The Servicing Agency shall deliver to the Requesting Agency the following:

Item	Due By
Distribution of Federalist access to Requesting Agency users	< 10 business days after agreement is executed
Operation & Maintenance of the Federalist platform and Cost Tracking	Ongoing

5.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

18F will provide a status of key milestones as requested by OPM, including recent accomplishments, planned activities, and risks and issues.

IAA#: OPMTTS180002

Order#: 0001

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Review**

Form 7600B, Attachment C

In accordance with the Federal Information Technology Acquisition Reform Act (FITARA), CIOs shall have a significant role in the decision processes for all annual and multi-year planning, programming, budgeting, and executing decisions, and the management, governance, and oversight processes related to information technology.

GSA may not enter into a contract or other agreement to acquire information technology (IT) or IT services for internal purposes, unless the contract or other agreement has been reviewed and approved by the Chief Information Officer of GSA or, in the case of a non-major IT investment, as defined by OMB, an individual delegated by the CIO who reports directly to the CIO. In addition, TTS Policy for GSA Information FITARA Review requires GSA-CIO review and approval for all internal TTS contracts or agreements, as well as review and approval for external TTS contracts or agreements that leverage GSA IT platforms, security or infrastructure. The purpose of this attachment is to signify that the GSA-CIO has reviewed and approved this agreement between **U.S. Office of Personnel Management, PAC, PMO** and TTS for work to be done on **Personnel Vetting Reform Website**.

e-Signed by David Shive
on 2017-11-06

David Shive, Chief Information Officer
General Services Administration

Date

MEMORANDUM OF AGREEMENT
BETWEEN
THE UNITED STATES GENERAL SERVICES ADMINISTRATION
AND
THE OFFICE OF THE VICE PRESIDENT
ESTABLISHING A REIMBURSABLE DETAIL.

I. PURPOSE

This memorandum sets forth the agreement between the Office of the Vice President (OVP) and the United States General Services Administration (GSA) regarding the detail of Kara DeFrias (Employee). Employee will be detailed to the OVP Office of the Chief of Staff.

II. AUTHORITIES

The detail is authorized under 3 U.S.C. § 112.

III. SCOPE OF THE WORK

Pursuant to this agreement, Employee will extend her detail to OVP from September 3, 2016 through September 30, 2016 on a reimbursable basis. Employee will support and provide advice to the Executive Director of the Cancer Moonshot Task Force.

IV. RESPONSIBILITIES OF THE PARTIES

- a. Time and Attendance. GSA will continue to maintain Employee's official time and attendance record. Employee is responsible for advising her GSA timekeeper of her time and attendance information on a bi-weekly basis, and will advise GSA of the type and amount of any leave used during that period.
- b. Additional Responsibilities. OVP agrees to perform the following additional responsibilities: provide technical and operational support to Employee for all OVP activities; provide office space to Employee while she is assigned to OVP.

V. RULES, REGULATIONS, AND POLICIES

Employee remains subject to the federal statutory and regulatory provisions governing ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity.

The rules and policies that govern the internal operations and management of the OVP, in addition to those of GSA, are applicable to Employee.

VI. RESPONSIBLE OFFICERS

The contact for OVP is:

Name: Cynthia Bernstein
Title: Director of Administration
Office: Office of the Vice President
Email: cbernstein@ovp.eop.gov

The contact for GSA is:

Name: David Shive
Title: Acting Commissioner, Technology
Transformation Service
Office: General Services Administration
Email: david.shive@dgsu.gov

The parties agree that if there is a change regarding the information in this section, the party making the change will notify the other party in writing of such change.

VII. FUNDS

OVP agrees to fund Employee's salary for the duration of the detail on a reimbursable basis in the amount of \$17,365.83.

VIII. PERIOD OF AGREEMENT AND MODIFICATION/TERMINATION

This agreement will become effective when signed by all parties. The agreement will terminate on September 30, 2016 but may be amended at any time by mutual consent of the parties.

(b) (6)
Cynthia Bernstein
Name: Cynthia Bernstein
Title: Director of Administration
Office of the Vice President

date

(b) (6)
David Shive
Name: David Shive
Title: Acting Commissioner
Technology Transformation Service
General Services Administration

date 9/29/16

(b) (6)
Bonnie Hochhalter
Name: Bonnie Hochhalter
Title: Director
Washington Area Operations Center, CSSD
Office of Human Resources Management
General Services Administration

date 9/29/16

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OVPI16C014XXX - 0000 -
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY

1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name: Office of the Vice President	U.S. General Services Administration, Technology Transformation Service, Office of 18F
	Address: 1650 Pennsylvania Avenue, N.W. Washington, DC 20502	1800 F Street, N.W. Washington, D.C. 20006

2. Servicing Agency Agreement Tracking Number (Optional) _____

3. Assisted Acquisition Agreement Yes ☐ No ☒

4. GT&C Action (Check action being taken)

☒ New

☐ Amendment – Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 09-03-2016 End Date 09-30-2016 of IAA or effective cancellation date
MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☐ State the other renewal period: _____

No ☒

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OVPI16C014XXX - 0000 -
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost	\$17,365.83
Overhead Fees & Charges	\$0.00
Total Estimated Amount	\$17,365.83

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
3 U.S.C. 112

b. Servicing Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
3 U.S.C. 112

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Please see the attached MOA

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Please see the attached MOA

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OVPI16C014XXX - 0000 -
GT&C # _____ Order # _____ Amendment/Mod # _____

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

n/a

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

n/a

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see the attached MOA

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number OVPI16C014XXX - 0000 -
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)
Please see Form 7600A, Attachment 1 - General Terms

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Cynthia Bernstein	David Shive
Title	Director of Administration	Acting Commissioner, Technology Transformation Svc
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	cbernstein@ovp.eop.gov	(b) (6)
SIGNATURE	Cynthia Bernstein <small>Digitally signed by Cynthia Bernstein DN: cn=ovp, o=ovp, ou=ovp, ou=Cynthia Bernstein, email=Cynthia_B_Bernstein@ovp.eop.gov Date: 2016.09.19 11:04:03 -0400</small>	
Approval Date		21 Sept 16

IAA Number OVPI16C014XXX - - Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional)

FMS Form 7600B
04/12

IAA Order

IAA Number OVPI16C014XXX -

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

28. Order Line/Funding Information										Line Number _____							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		11-03-0001								47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		SP	ATA	AID	BPOA	E. POA	A	MAIN	SUB
			011	2016	2016		1454	000									
OR Current TAS format										47X45341							
BETC										DISB							
Object Class Code (Optional)										COLL							
BPN										031649358							
BPN + 4 (Optional)										964253686							
Additional Accounting Classification/Information (Optional)										2016-A-00-285F-DS11-Q00XF000-AF151-18F Billable							
Requesting Agency Funding Expiration Date 09-30-2016 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-30-2021 MM-DD-YYYY							
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
Please see the attached MOA and 7600A																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure										Contract Cost		\$					
Quantity	Unit Price	Total						Servicing Fees		\$							
1	\$17,365.83	\$ 17,365.83						Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ 17,365.83						Net Total Cost		\$ 0.00							
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ 17,365.83															
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number OVPI16C014XXX

GT&C # _____

Order # _____

Amendment/Mod # _____

Servicing Agency's Agreement

Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____☐ Accrual Per Work Completed – Identify the accounting posting period:☐ Monthly per work completed & invoiced☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed: _____**30. Total Net Order Amount:** \$ 17,365.83

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600B, Attachment C: Economy Act Determination

Form 7600B, Attachment D: Acceptance of Ownership and Form 7600B, Attachment E: FITARA Approval

BILLING & PAYMENT INFORMATION**32. Payment Method (Check One)** [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

☐ Requesting Agency Initiated IPAC☒ Servicing Agency Initiated IPAC☐ Credit Card☐ Other – Explain other payment method and reasoning: _____**33. Billing Frequency (Check One)**

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

☒ Monthly☐ Quarterly☐ Other Billing Frequency (include explanation): _____**34. Payment Terms (Check One)**

30 days to allow for payment of invoices

☐ 7 days☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number OVPI18C014XXX

GT&C #

Order #

Amendment Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and or list funding clauses instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name

Point of Contact (POC) Name & Title

POC Email Address

Delivery Address /Room Number

POC Telephone Number

Special Shipping Information

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Cynthia Bernstein	David Shive
Title	Director of Administration	Acting Commissioner, Technology Transformation
Telephone Number	(b) (6)	
Fax Number		
Email Address	cbernstein@ovp.eop.gov	(b) (6)
SIGNATURE	Cynthia Bernstein	
Date Signed		21 Sept 16

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Cynthia Bernstein	Andrew Roach Laura Dawson
Title	Director of Administration	Manager of Financial Planning & Analysis
Telephone Number	(b) (6)	Sup. Financial Management Analyst (b) (6)
Fax Number		
Email Address	cbernstein@ovp.eop.gov	andrew.roach@gsa.gov laura.dawson@gsa.gov
SIGNATURE	Cynthia Bernstein	(b) (6)
Date Signed		

IAA Order

IAA Number OVPI16C014XXX
GT&C #

Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional)

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs) The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Kristin Savercool	Kathryn Connolly
Title	Budget Analyst	Innovation Specialist
Office Address	725 17th Street, NW Washington, DC 20503	(b) (6)
Telephone Number	(b) (6)	(b) (6)
Fax Number		
Email Address	ksavercool@oa.eop.gov	
Signature & Date (Optional)		
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency) This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	CLIENT PROJECT LEAD	18F PROJECT LEAD <i>Bonnie Hochhalter</i>
Title		18F Innovation Specialist <i>Director</i>
Office Address		<i>Washington Area Ops Ctr</i> <i>Office of HR Management</i>
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		Joshua Bailes
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Deputy
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		

INTERAGENCY AGREEMENT		1. IAA NO. PC-14-6-016		PAGE 1 OF 2	
2. ORDER NO.		3. REQUISITION NO.		4. SOLICITATION NO.	
5. EFFECTIVE DATE See Block 26c		6. AWARD DATE 08/01/2014		7. PERIOD OF PERFORMANCE 08/12/2014 TO 08/11/2019	
8. SERVICING AGENCY US GSA/Office of Citizen Svc. & Innovat. Tech/18F ALC: DUNS: +4: 1800 F Street, N.W. Washington DC 20405 POC TELEPHONE NO.		9. DELIVER TO			
10. REQUESTING AGENCY ALC: DUNS: +4: POC TELEPHONE NO.		11. INVOICE OFFICE Peace Corps 085 Dom Voucher Examiner-Domestic 4th Floor, Room #4330 1111 20th Street, NW Washington DC 20526			
12. ISSUING OFFICE Peace Corps 1111 20th Street, NW Acquisitions & Contract Management 4th flr Washington DC 20526		13. LEGISLATIVE AUTHORITY			
		14. PROJECT ID			
		15. PROJECT TITLE			
16. ACCOUNTING DATA See Schedule					
17. ITEM NO.	18. SUPPLIES/SERVICES	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT
	<p>This is an Interagency Agreement with the U.S. General Services Administration/ Office of Citizen Services & Innovative Technologies/18F for technical, strategic activities in the development of a new Peace Corps digital broad work to support digital publishing platform in accordance with attached General Terms and Conditions (GT&C).</p> <p>Task Order will be issued with the statement of work and funding to order the services against this agreement through the modification and the assignment of new CLIN.</p> <p>The period of performance of this agreement is five years from August 12, 2014 to August 11, 2019 Continued ...</p>				
23. PAYMENT PROVISIONS		24. TOTAL AMOUNT \$0.00			
25a. SIGNATURE (b) (6)		25b. DATE (b) (6)			
25c. NAME Kathy Conrad Acting Associate Administrator		25d. DATE 08/13/2014		25e. DATE 12 Aug 2014	

IAAND
PC-14-6-016

ORDER NO

PAGE
2

OF
2

For questions regarding payments, please send an email inquiry, including the invoice number, IAA number, billed amount and date sent to Disbursing@peacecorps.gov.

Technical POC: Kelly Gallagher (b) (6) kgallagher@peacecorps.gov
Contract Specialist: Amod Pathak (b) (6) apathak@peacecorps.gov
Contracting Officer: Vijaya Murthy (b) (6) vmurthy@peacecorps.gov

The total amount of award: \$0.00. The obligation for this award is shown in box 24.

IAA# : PCL17P0022

Order: 0001

**U.S. General Services Administration, Technology Transformation Service, 18F
and
Privacy and Civil Liberties Oversight Board**

**7600B, ATTACHMENT B
Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

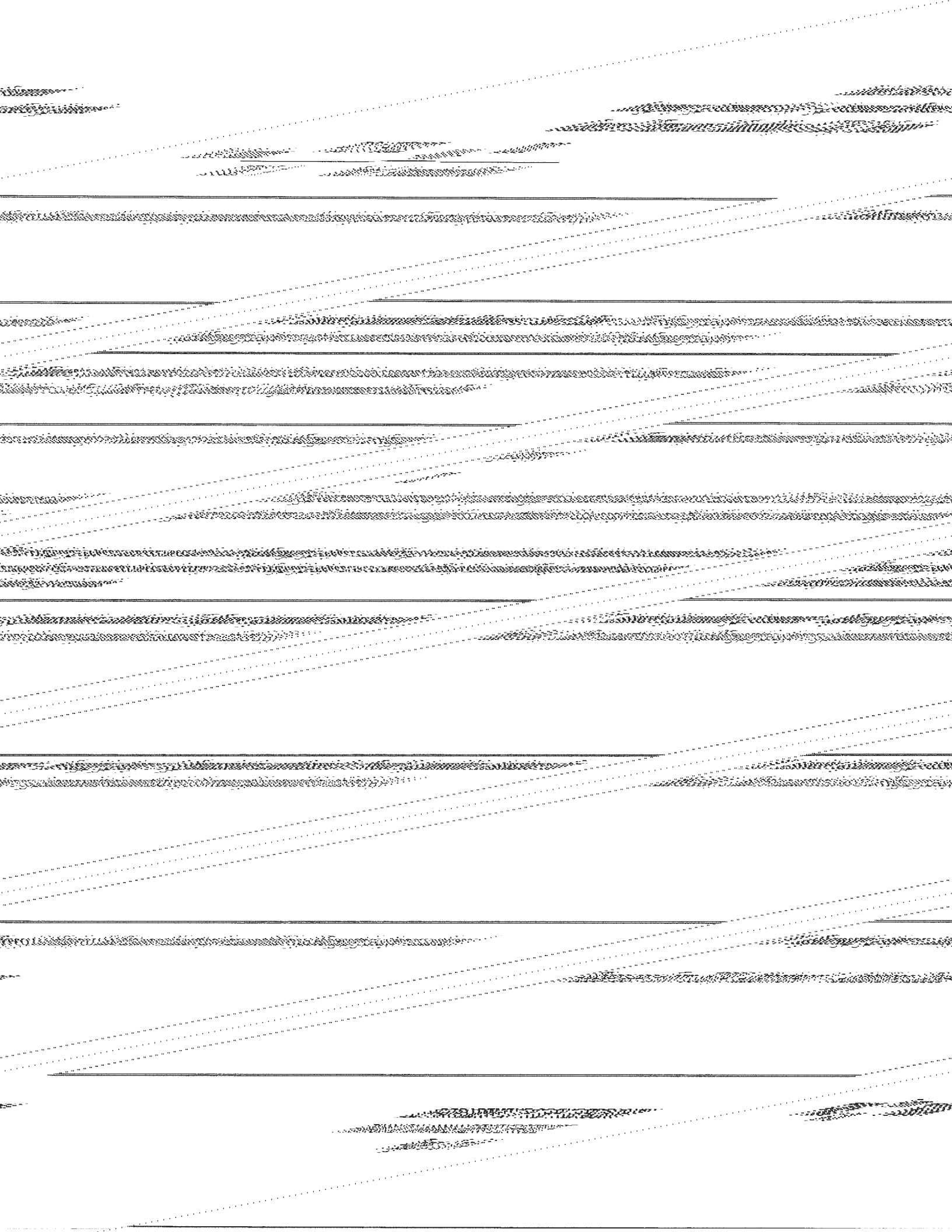
GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

2/03/2017 - PAN

2/02/2018 - PAN





United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number PCL17P0022 - 0000 - 0000
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Adriel Harvey	Rob Cook
Title	Chief Financial Officer	Commissioner, TTS
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	(b) (6)	rob.cook@gsa.gov
SIGNATURE	(b) (6)	E-SIGNED by Vladlen David Zvenyach
Approval Date	1 / 25 / 2017	on 2017-02-01 07:42:12 EST

2-3-2017 - PAN

2-2-2018 - PAN



IAA Order

IAA Number	PCL17P0022	-	0001	-		Servicing Agency's Agreement
	GT&C #		Order #		Amendment/Mod #	Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$_____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 12,000.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐
- Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation):

IAA Order

IAA Number PCL17P0022 - 0001 -
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Adriel Harvey	Rob Cook
Title	Chief Financial Officer	Commissioner, TTS
Telephone Number	(b) (6)	
Fax Number		
Email Address	adriel.harvey@pclob.gov	rob.cook@gsa.gov
SIGNATURE	(b) (6)	E-SIGNED by Vladlen David Zvenyach
Date Signed	1 / 25 / 2017	on 2017-02-01 07:42:15 EST

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Adriel Harvey	Paula Netro
Title	Chief Financial Officer	OCFO
Telephone Number	(b) (6)	
Fax Number		
Email Address	adriel.harvey@pclob.gov	paula.netro@gsa.gov
SIGNATURE	(b) (6)	Paula Netro
Date Signed	1 / 25 / 2017	2/3/2017

(b) (6)

(b) (6)

(b) (6)

IAA# : PCL17P0022

**U.S. General Services Administration, Technology Transformation Service, 18F
and
Privacy and Civil Liberties Oversight Board**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

IAA#: PCL17P0022

Order#: 0001

STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO PRIVACY AND CIVIL LIBERTIES OVERSIGHT BOARD

1.0. BACKGROUND

The U.S. General Services Administration (the Servicing Agency), through its Technology Transformation Service / 18F, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services.

18F has a product called Federalist. Federalist is software-as-a-service for self-service publishing and maintenance of static web pages. Federalist provides users with customizable templates for common website use cases and a web-based editor to update and add content to the templates. Users also have the ability to use custom templates on Federalist.

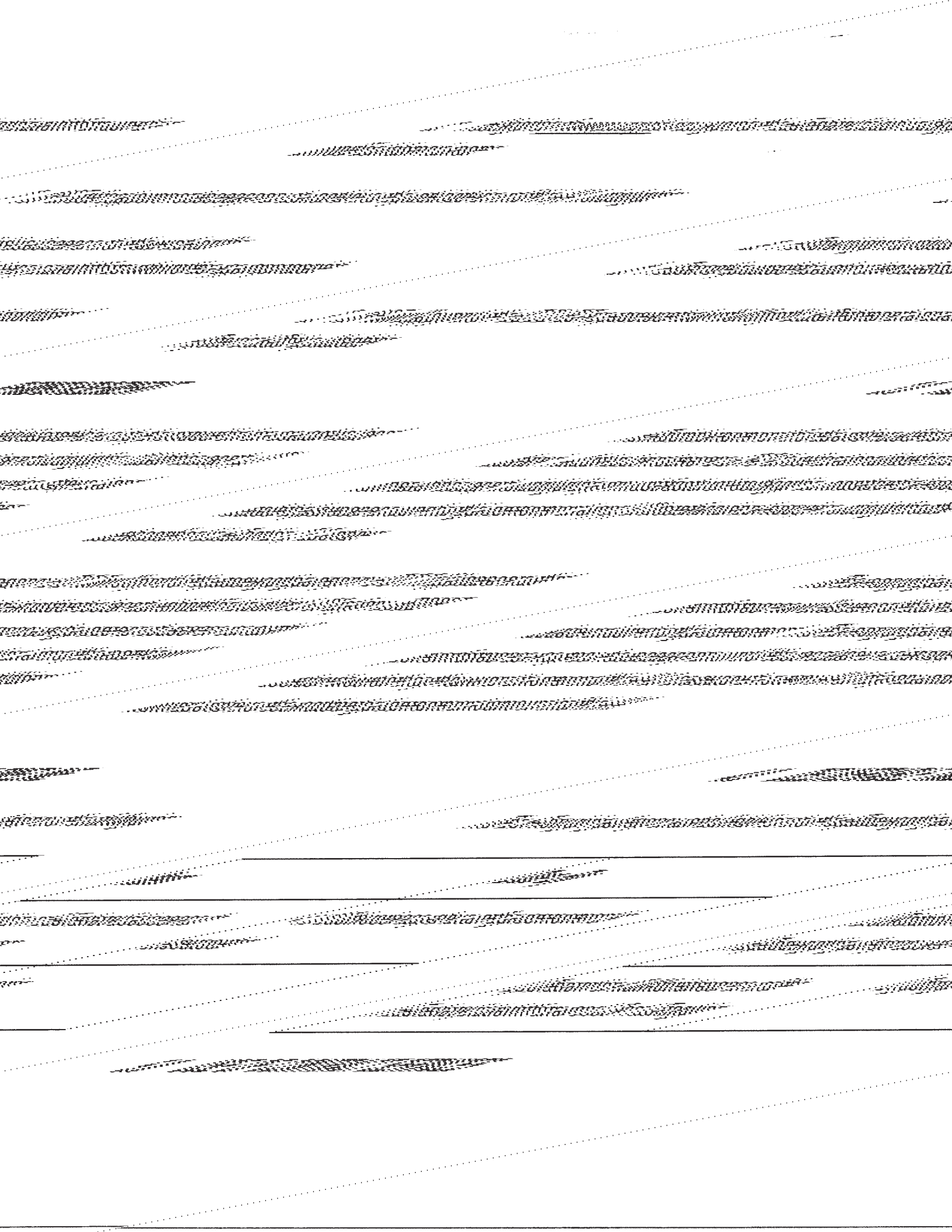
18F provides access to the Federalist platform and its capabilities and maintains the Federalist platform and infrastructure security compliance. Agencies access the platform on a self-service level to modify and launch static web pages onto Federalist's cloud-based deployment and hosting infrastructure.

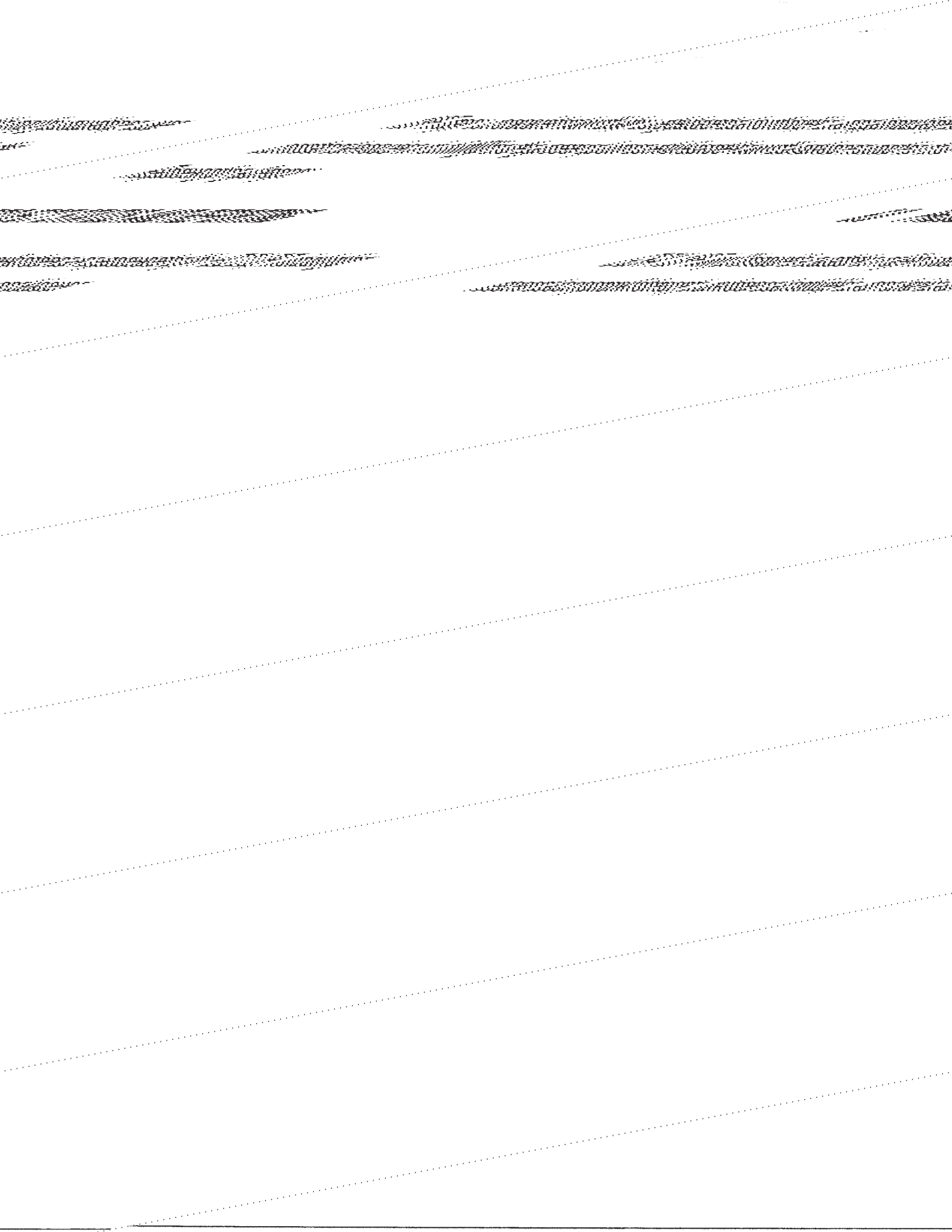
The Requesting Agency, for purposes of this Statement of Work (SOW), is Privacy and Civil Liberties Oversight Board (PCLOB), who will execute an interagency agreement with GSA to provide services to PCLOB. The PCLOB requires the ability to host www.pclob.gov. To help achieve its goals, the Requesting Agency is engaging GSA to provide access to Federalist. This will meet the agency's need by allowing the agency to create and host its web content on the Federalist platform.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide Privacy and Civil Liberties Oversight Board the following:

1. Access to Federalist to create and manage static web pages, including:
 - a. Federalist web editing tools for creating and editing web content
 - b. Access to training and documentation materials such as <https://federalist-docs.18f.gov/> to assist users in using Federalist.





United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number PCL17P0031 - 0000 -
GT&C # _____ Order # Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY

1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	Privacy and Civil Liberties Oversight Board	U.S. General Services Administration, Technology Transformation Service
Address	MS2 Room 2E-126 Washington, DC 20511	1800 F Street, N.W. Washington, D.C. 20405

2. Servicing Agency Agreement Tracking Number (Optional) _____

3. Assisted Acquisition Agreement Yes ☐ No ☒

4. GT&C Action (Check action being taken)

☒ New

☐ Amendment – Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.

06-28-2017 - PAN

5. Agreement Period Start Date 06-19-2017 End Date 09-30-2017 of IAA or effective cancellation date
MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☐ State the other renewal period: _____

No ☒

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number PCL17P0031 - 0000 -
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost \$32,943.00
Overhead Fees & Charges
Total Estimated Amount \$32,943.00

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number PCL17P0031 - 0000 -
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number PCL17P0031 - 0000 -
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Adriel Harvey	Rob Cook
Title	Chief Financial Officer	Commissioner, TTS
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	Adriel.Harvey@pclob.gov	rob.cook@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Vladlen David Zvenyach on 2017-06-16
Approval Date	6/5/2017	

IAA Number PCL17P0031 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency		Servicing Agency		
Primary Organization/Office Name	Privacy and Civil Liberties Oversight Board		U.S. GSA, Technology Transformation Service		
Responsible Organization/Office Address	MS2 Room 2E-127 Washington, DC 20511		1800 F Street, N.W. Washington, D.C. 20405		
ORDER/REQUIREMENTS INFORMATION					
25. Order Action (Check One)					
<input checked="" type="checkbox"/> New <input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line . <input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line					
	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$ 0.00
Funding Change for This Mod	\$	\$	\$	\$	\$0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27. Performance Period					
Start Date		06-19-2017	End Date		09-30-2017
		MM-DD-YYYY			MM-DD-YYYY
For a performance period mod, insert the start and end dates that reflect the new performance period.					
06-28-2017 - PAN					

IAA Order

IAA Number PCL17P0031 - 0001 -
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

28. Order Line/Funding Information										Line Number _____							
			Requesting Agency Funding Information						Servicing Agency Funding Information								
ALC		47000018						47-00-0016									
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB	
OR Current TAS format			95 16/17 2724 535 16/17 2724						47X45341								
BETC			DISB						COLL								
Object Class Code (Optional)			H52														
BPN			78634301						08-044-1469								
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)			2016-2017 X 717 TZ00 TZS91100						2017-F-00-285F-DS11-Q00XF000-AF151-18F Billable								
Requesting Agency Funding Expiration Date 09-30-2017 MM-DD-YYYY								Requesting Agency Funding Cancellation Date 09-30-2022 MM-DD-YYYY									
PCLOB WDS Site Launch																	
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
See Form 7600B, Attachment A Statement of Work																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs								OR Breakdown of Assisted Acquisition Line Cost:									
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
1		\$32,943.00		\$ 32,943.00				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ 32,943.00						Net Total Cost		\$ 0.00							
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ 32,943.00															
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number PCL17P0031 - 0001 - Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ and Number of Months
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 32,943.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600B, Attachment C: Economy Act Determinations

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation):

IAA Order

IAA Number PCL17P0031 - 0001 -
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	PCLOB
Point of Contact (POC) Name & Title	Jen Burita
POC Email Address	jen.burita@pclob.gov
Delivery Address /Room Number	
POC Telephone Number	(b) (6)
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

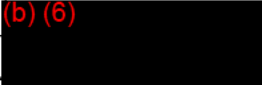



	Requesting Agency	Servicing Agency
Name	Adriel Harvey	Rob Cook
Title	Chief Financial Officer	Commissioner, TTS
Telephone Number	(b) (6)	
Fax Number		
Email Address	Adriel.Harvey@pclob.gov	rob.cook@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Vladlen David Zvenyach
Date Signed	6/5/2017	on 2017-06-16

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Adriel Harvey	Paula Netro
Title	Chief Financial Officer	OCFO Financial Management Analyst
Telephone Number	(b) (6)	
Fax Number		
Email Address	Adriel.Harvey@pclob.gov	paula.netro@gsa.gov
SIGNATURE	(b) (6)	Paula Netro
Date Signed	6/5/2017	6/28/2017

IAA Order

IAA Number PCL17P0031 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Shantel Richie	Jackie Xu
Title	Budget Officer	Innovation Specialist
Office Address	MS2 Room 2E-127 Washington, DC 20511	1800 F Street, NW Washington, D.C. 20006
Telephone Number		
Fax Number		
Email Address	(b) (6) ov	18f-finance-cs@gsa.gov
Signature & Date (Optional)	 6/5/17	
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	Jen Burita	Will Sullivan
Title	PAO/LAO	18F Innovation Specialist
Office Address		
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	will.sullivan@gsa.gov
Signature & Date (Optional)	 6/5/17	
Name		Matthew Spencer
Title	CISO	TTS Agreements Lead
Office Address		
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	matthew.spencer@gsa.gov
Signature & Date (Optional)	 6/6/17	
Name	Michele Iversen	
Title	CIO	
Office Address		
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	
Signature & Date (Optional)		

7600B ATTACHMENT A: STATEMENT OF WORK FOR TTS SERVICES TO BE PROVIDED TO PCLOB

1.0. BACKGROUND

The Office of 18F (18F) within General Services Administration's (GSA) Technology Transformation Service (TTS), is a team of designers, engineers, product managers, and strategists. 18F is a civic consultancy for the government, inside the government, enabling agencies to rapidly deploy tools and services that are consistent with human-centered design, agile development, and related modern techniques.

The Requesting Agency is Privacy and Civil Liberties Oversight Board (PCLOB) is contracting 18F to conduct research, synthesize collected data, and make findings and recommendations for the Requesting Agency to redesign and launch of their website on the Federalist platform using the U.S. Web Design Standards. The Requesting Agency requires assistance in utilizing the Federalist platform, so that they can redesign and launch on Federalist and update their site to be compliant with the U.S. Web Design Standards. 18F will provide research and recommendations on the technical, developmental, and design needs presented by the Requesting Agency as part of the redesign and launch process.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will work collaboratively with the Requesting Agency ("Requesting Agency") to conduct research, synthesize collected data, and make findings and recommendations for the Requesting Agency to achieve a redesign and launch of their website on the Federalist platform using the U.S. Web Design Standards.

2.1. Foundation Phase

During this phase, 18F will provide the Requesting Agency with the following:

1. Conduct interviews and collaborative work sessions with key stakeholders and users, and review existing materials related to the engagement that may include research, manuals, reports, data, source code as provided by Requesting Agency.
2. Facilitate a co-working session with the key stakeholders to scope and refine the problem statement or product vision, establish an investigation plan, and identify the sources of information related to the topic. These sources may include people, systems, documentation, source code, or other entities.
3. Intensively investigate the stakeholder's site needs using qualitative and quantitative techniques including:
 - a. Interviews: Facilitated person to person discussions to gather qualitative data
 - b. Observation: Witnessing a person or system at work first hand
 - c. Reviewing current state: Examine systems, software, source code, processes, policies, rules, and methods
4. Migrate the current PCLOB website to the Federalist platform, and update the legacy design using the U.S. Web Design Standards components.
5. Train Product Owner and PCLOB stakeholders on managing the Federalist platform and new site for their future updates.

2.2. Findings and Recommendations

During this phase, 18F will provide the Requesting Agency with the following:

- Problem definition/product vision: The explicit objectives to achieve the organization's goal(s), based upon an investigation.
- Strategy, Recommendations & Concept: A stated approach to achieve an outcome based on the organization's unique position, including but not limited to its mission, context, resources, and risks.
- An updated website moved over to the Federalist platform with U.S. Web Design Standards components incorporated.

3.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis, not to exceed \$32,942.98. Actual cost means all GSA's costs including (1) labor costs, charged at current rates (2) non-labor costs, including any infrastructure, hosting, contracted services, travel, and related expenses under this agreement.

4.0. TIMELINE

Deliverable	Duration
Materials Review	After the agreement is signed, the parties will select a mutually agreeable start date.
Website data and content transfer to the Federalist platform	Begins during kickoff
Design updates to the current template to incorporate U.S. Web Design Standards components	2 week after kickoff
Customization with Product Owner	1 week after Design updates conclude
Final training with staff, site handoff, and future recommendations	1 week after Customization concludes

5.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

7.0 REQUESTING AGENCY REQUIREMENTS

To ensure best execution of work, Requesting Agency will provide access to the following upon request by the servicing agency:

- Documentation as appropriate (IT budget, procurement, strategic plans, software source code)
- Access to Requesting Agency contracting and/or legal staff
- Facilities and equipment (including necessary credentials)
- Key contractors and vendors, with the following actions to provide for appropriate lines of responsibility between Requesting Agency, 18F, and Requesting Agency contractors and vendors:
 - (1) The Requesting Agency POC and 18F will coordinate in writing, in advance, on the identities of any Requesting Agency contractors or vendors whom Requesting Agency directs 18F to interact with to perform the work for Requesting Agency that is set out in this agreement.
 - (2) Requesting Agency will advise its contractors or vendors whom it directs to interact with GSA/18F staff of the following, as Requesting Agency determines is appropriate:
 - (a) GSA/18F staff are Federal employees performing work for Requesting Agency;
 - (b) the contractor/vendor should be aware of the identity of their Requesting Agency Contracting Officer. GSA/18F staff have no authority to make decisions related to the contract; only the Requesting Agency Contracting Officer does;
 - (c) GSA/18F staff are in an information gathering stage, and in an advisory role to Requesting Agency, not in a decision-making role.
 - (3) For any meetings or other communications which include both 18F staff and Requesting Agency contractors or vendors, Requesting Agency will determine if it is appropriate to send an Requesting Agency representative (such as the Administrative Contracting Officer, Contracting Officer's Representative, or other designee) to participate.
 - (4) GSA/18F employees will copy the Requesting Agency POC on email (and other communications, as practicable) which include contractors or vendors, and will coordinate closely with the Requesting Agency POC on all matters involving contractors or vendors.

**U.S. General Services Administration, Technology Transformation Service, 18F
and
Privacy and Civil Liberties Oversight Board**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

IAA# : PCL17P0031

Order: 0001

U.S. General Services Administration, Technology Transformation Service, 18F

and

Privacy and Civil Liberties Oversight Board

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA#: PCL17P0031

Order#: 0001

Privacy and Civil Liberties Oversight Board

7600B, ATTACHMENT C

Economy Act (31 U.S.C. 1535) Determinations

In accordance with the Economy Act 31 U.S.C. 1535, the requesting agency intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

- A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be **\$32,943**.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government.

Adriel Harvey / Chief Financial Officer
Print Name / Title

(b) (6)



6/8/2017
Date

IAA Number	- 0000 -	0002
GT&C #	Order #	Amendment/Mod #

FMS Form 7600A
6-10

IAA Number - 0000 - 0002
 GT&C # Order # Amendment/Mod #

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number - 0000 - 0002
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0002
GT&C # _____ Order # Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

Form 7600A, Attachment 2 Economy Act Determination

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Stephanie Swirsky	Rob Cook
Title	Deputy Assistant Secretary, OASP	Commissioner, TTS
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	(b) (6)	rob.cook@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Vladlen David Zvenyach on 2017-07-10
Approval Date	6/29/2017	

IAA Number	- 0001	- 0002	Servicing Agency's Agreement
GT&C #	Order #	Amendment/Mod #	Tracking Number (Optional) 18FDOL170001

FMS Form 7600B
04/12

IAA Order

IAA Number - 0001 - 0002
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) 18FDOL170001

28. Order Line/Funding Information										Line Number <u> </u>							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		16-01-2014								47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
			016	2017	2017		0165	000									
OR Current TAS format										47X45341							
BETC										DISB							
Object Class Code (Optional)																	
BPN										003255627							
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)										2017-A-00-285F-DS11-Q00XF000-AF151-18F Billable							
Requesting Agency Funding Expiration Date 09-30-2017 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-30-2022 MM-DD-YYYY							
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See attachments- Statement of Work and IAA/MOU.																	
North American Industry Classification System (NAICS) Number (Optional) <u> </u>																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure										Contract Cost		\$					
Quantity	Unit Price	Total								Servicing Fees		\$					
1	\$145,000.00	\$ 145,000.00								Total Obligated Cost		\$ 0.00					
Overhead Fees & Charges		\$								Advance for Line (-)		\$					
Total Line Amount Obligated		\$ 145,000.00								Net Total Cost		\$ 0.00					
Advance Line Amount (-)		\$								Assisted Acquisition Servicing Fees Explanation							
Net Line Amount Due		\$ 145,000.00															
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number _____ - 0001 - 0002
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) 18FDOL170001

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed: _____

30. Total Net Order Amount: \$ 145,000.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☐ Other Attachments (Optional)

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number _____ - 0001 - 0002
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) 18FDOL170001

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Stephanie Swirsky	Rob Cook
Title	Deputy Assistant Secretary for Policy	Commissioner, TTS
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	rob.cook@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Vladlen David Zvenyach on 2017-07-10
Date Signed	2017	

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Janice Blake-Green	Gina Durr
Title	Budget Officer, OCFO	OCFO Financial Management Analyst
Telephone Number	(b) (6)	
Fax Number		
Email Address	blake.green.janice@dol.gov	gina.durr@gsa.gov
SIGNATURE	(b) (6)	GINA DURR
Date Signed		07/11/2017

Digitally signed by GINA DURR
 DN: cn=U.S. Government, ou=General Services Administration,
 c=US, email=GINA.DURR@gsa.gov, o=U.S. Government, ou=General Services Administration,
 Date: 2017.07.11 08:53:45 -0500

IAA Order

IAA Number _____ - 0001 - 0002
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) 18FDOL170001

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Janice Blake-Green	Jackie Xu
Title	Budget Officer, OCFO	Innovation Specialist
Office Address	200 Constitution Ave, NW Washington, DC 20210	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	blake.green.janice@dol.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name		
Title		18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI16C006XXX - 0000 - 0000
 GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY											
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%; padding: 5px;">Requesting Agency of Products/Services</th> <th style="width: 85%; padding: 5px;">Servicing Agency Providing Products/Services</th> </tr> <tr> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">Executive Office of the President, OMB-OFCIO Information Technology Oversight and Reform</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">725 17th St., NW Washington DC 20503</td> </tr> </table> </td> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table> </td> </tr> </table>	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">Executive Office of the President, OMB-OFCIO Information Technology Oversight and Reform</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">725 17th St., NW Washington DC 20503</td> </tr> </table>	Name	Executive Office of the President, OMB-OFCIO Information Technology Oversight and Reform	Address	725 17th St., NW Washington DC 20503	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F	1800 F Street, N.W. Washington, D.C. 20405
Requesting Agency of Products/Services	Servicing Agency Providing Products/Services										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">Executive Office of the President, OMB-OFCIO Information Technology Oversight and Reform</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">725 17th St., NW Washington DC 20503</td> </tr> </table>	Name	Executive Office of the President, OMB-OFCIO Information Technology Oversight and Reform	Address	725 17th St., NW Washington DC 20503	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F	1800 F Street, N.W. Washington, D.C. 20405				
Name	Executive Office of the President, OMB-OFCIO Information Technology Oversight and Reform										
Address	725 17th St., NW Washington DC 20503										
U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F											
1800 F Street, N.W. Washington, D.C. 20405											
2. Servicing Agency Agreement Tracking Number (Optional) _____											
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>											
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.											
5. Agreement Period Start Date <u>10-01-2015</u> End Date <u>09-30-2016</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY											
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input checked="" type="checkbox"/>											
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA											
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No if Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation											
Note: Specific advance amounts will be captured on each related Order.											

IAA Number	SPEI16C006XXX	- 0000 -	0000
	GT&C #	Order #	Amendment/Mod #

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
Page 2 of 4

IAA Number	SPEI16C006XXX	- 0000 -	0000
GT&C #		Order #	Amendment/Mod #

Please see Form 7600A, Attachment 1

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI16C006XXX - 0000 - 0000
 GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.) Please see Form 7600A, Attachment 1		
21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)		
22. Annual Review of IAA By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).		
<p style="text-align: center;">AGENCY OFFICIAL</p> <p>The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.</p> <p>The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.</p> <p>Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.</p>		
23.	Requesting Agency	Servicing Agency
Name	Jamie Berryhill	Phaedra Chrousos
Title	Unit Chief, OMB-Office of the Federal Chief Info	Associate Administrator, 18F/OCSIT
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	Jamie_L_Berryhill@omb.eop.gov	(b) (6)
SIGNATURE	Berryhill, Jamie L.	
Approval Date		12/7/15

IAA# :

**General Services Administration, 18F
and
Executive Office of the President, Office of Management and Budget**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs only. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

IAA# :

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

<https://github.com/18F/open-source-policy/blob/master/policy.md>

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication. 18F agrees not to release any procurement sensitive information related to this interagency agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number SPEI16C006XXX - 0001 - 0000 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	Executive Office of the President, OMB-OFCIO	U.S. General Services Administration / OCSIT / 18F
Responsible Organization/Office Address	725 17th St., NW Washington DC 20503	1800 F Street, N.W. Washington, D.C. 20405

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☒ **New**

☐ **Modification (Mod)** – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.**

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$0.00
Funding Change for This Mod	\$	\$	\$	\$	\$0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

27. Performance Period Start Date 10-01-2015 End Date 09-30-2016
 For a performance period mod, insert the start and end dates that reflect the new performance period. MM-DD-YYYY MM-DD-YYYY

IAA Order

IAA Number SPEI16C006XXX - 0001 - 0000
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) _____

28. Order Line/Funding Information														Line Number _____					
Requesting Agency Funding Information								Servicing Agency Funding Information											
ALC		11-03-0001								47-00-0016									
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB			
TAS Required by 10/1/2014																			
OR Current TAS format		011-X-0036-000								47X45341									
BETC		DISB								COLL									
Object Class Code (Optional)		257102																	
BPN		031649499								964253686									
BPN + 4 (Optional)																			
Additional Accounting Classification/Information (Optional)		Fund: SPE0036DBXXXXXX Internal org: SPE0400000000 CATB: SPE6114 (NO YEAR)								2016-A-00-285F-DS11-Q00XF000-AF151-18F Billable									
Requesting Agency Funding Expiration Date									Requesting Agency Funding Cancellation Date										
MM-DD-YYYY									MM-DD-YYYY										
18F Pages OMB-OFCIO																			
Project Number & Title																			
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) 18F helps agencies deliver on their mission through the development of digital and web services. The Requesting Agency has a need for a host and a platform for a web site. To help achieve its goals, the Requesting Agency is engaging GSA to provide Infrastructure as a Service (IaaS) and 18F Pages. This will meet the agency's need by allowing the agency to create, edit, and host its own website on the 18F Pages platform. See Attachment A Statement of Work																			
North American Industry Classification System (NAICS) Number (Optional) _____																			
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:										
Unit of Measure									Contract Cost		\$								
Quantity		Unit Price		Total					Servicing Fees		\$								
1		\$1,500.00		\$ 1,500.00					Total Obligated Cost		\$ 0.00								
Overhead Fees & Charges				\$					Advance for Line (-)		\$								
Total Line Amount Obligated				\$ 1,500.00					Net Total Cost		\$ 0.00								
Advance Line Amount (-)				\$					Assisted Acquisition Servicing Fees Explanation										
Net Line Amount Due				\$ 1,500.00															
Type of Service Requirements																			
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																			

IAA Order

IAA Number SPEI16C006XXX - 0001 - 0000
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 1,500.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☒ Requesting Agency Initiated IPAC ☐ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

One time payment.

- ☐ Monthly ☐ Quarterly ☒ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 Days to allow time for invoicing and payment.

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number SPEI16C006XXX

- 0001 -

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name

Point of Contact (POC) Name & Title

POC Email Address

Delivery Address /Room Number

POC Telephone Number

Special Shipping Information

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Jamie Berryhill	Phaedra Chrousos
Title	Unit Chief, OMB-Office of the Federal Chief Financial Officer	Associate Administrator, 18F/OCSIT
Telephone Number	(b) (6)	
Fax Number		
Email Address	Jamie_L_Berryhill@omb.eop.gov	(b) (6)
SIGNATURE	Berryhill, Jamie L.	
Date Signed		12/7/15

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Brian Gillis	Andrew Roach
Title	Budget Officer	Manager of Financial Planning & Analysis
Telephone Number	(b) (6)	
Fax Number		
Email Address	Brian_Gillis@omb.eop.gov	andrew.roach@gsa.gov
SIGNATURE	Gillis, Brian F.	ANDREW ROACH
Date Signed		

FRANCISCO WONG V DAL
O WONG
VIDAL

IAA Order

IAA Number SPE16C006XXX

- 0001 -

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Brian Gillis	Kathryn Connolly
Title	Budget Officer	Innovation Specialist
Office Address	725 17th St., NW Washington DC 20503	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	Brian_Gillis@omb.eop.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)	Gillis, Brian F.	

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name		
Title		18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		Joshua Bailes
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Deputy
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		

IAA Number:

**STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO OFFICE OF
MANAGEMENT AND BUDGET**

1.0. BACKGROUND

The U.S. General Services Administration (the Servicing Agency), through its Office of Citizen Services and Innovative Technologies / 18F, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services. Our mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services. One of the business lines offered to agencies is Infrastructure as a Service (IaaS), which includes: performance monitoring; continuous integration and deployment systems; collaboration tools; data analytics; and 18F Pages.

18F Pages is a web hosting platform created by 18F that includes basic code editing functions to use as a platform for web site hosting. 18F Pages also automates common tasks for integrating code editing and web hosting to provide a simple way for developers to launch new websites or more easily manage existing ones. 18F Pages is maintained by 18F staff, and federal agencies use 18F Pages to provide hosting and publishing services as part of the infrastructure of their websites. This platform, combined with cloud hosting, allows federal agencies to maintain their websites on an 18F maintained publishing platform. Without 18F Pages, federal agencies must come up with their own hosting solution utilizing a cloud service. 18F Pages fills that void.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the OMB-OFCIO Information Technology Oversight and Reform. The Requesting Agency has a need for a host and a platform for a web site. To help achieve its goals, the Requesting Agency is engaging GSA to provide IaaS and 18F Pages. This will meet the agency's need by allowing the agency to create, edit, and host its own website on the 18F Pages platform.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide the Requesting Agency will the following:

1. Access to the 18F Pages web hosting platform and basic code editing functions.
2. Cloud hosting in support of 18F Pages.
3. Servicing agency's direct support to requesting agency.

IAA Number:

The Servicing Agency shall directly provide the Requesting Agency with professional services in support of the Requesting Agency's project or program. Such professional services include the following direct support deliverables necessary to achieve the objectives of this IAA:

- (a) Provisioning of accounts, including collection of Requesting Agency user information;
- (b) Live in-person training and skill verification, whether on-site or virtual, for Requesting Agency personnel identified by the Requesting Agency;
- (c) Distribution of credentials to Requesting Agency users, including the setup of any necessary two-factor identification systems;
- (d) Ongoing consultation regarding technical architecture, strategy and planning, systems evaluation, and cybersecurity;
- (e) Collection, analysis, and synthesis of Requesting Agency usage data for all services provided by a GSA contractor, whether non-labor or professional, to ensure accurate billing; and
- (f) Setup and support related to the integration to 18F Pages.
- (g) Other direct support services necessary to achieving the objectives of this agreement.

All professional services support provided directly by Servicing Agency employees shall be provided under agile principles. For purposes of this SOW, the term "agile principles" means the Requesting Agency and the Servicing Agency will work in short, regular intervals (commonly referred to as "sprints"), each typically two weeks long. The Servicing Agency will deliver work product at the end of each sprint. The Servicing Agency and the Requesting Agency shall use the results of these sprints to collaboratively determine the goals of subsequent work intervals ("sprints").

4. Non-Labor Services. The Servicing Agency shall provide the Requesting Agency with required non-labor services by contract. For purposes of this SOW, the term "contracted non-labor services" refers to all such services listed in the Aquilent BPA established and administered by GSA, available here: [Authorized Federal Acquisition Service Information Technology Schedule Pricelist](#).

3.0. REIMBURSEMENT

IAA Number:

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs, charged at current hourly rates based on employee grade and (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement.

4.0. DELIVERABLE TIMELINE

Deliverable	Due By
Access to 18F Pages	5 business days from the date of execution
Hosting for the website on the 18F Pages platform	Ongoing

5.0 PROJECT STATUS AND REPORTING

GSA will provide a status of the onboarding on a weekly basis until complete. GSA will provide the Requesting Agency with updates to the 18F Pages platform as they are released

IAA# :

**General Services Administration, 18F
and
Executive Office of the President, Office of Management and Budget**

**7600B, ATTACHMENT B
Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual and/or fixed costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA Number	SPE16C006XXX	- 0000 -	0000
	GT&C #	Order #	Amendment/Mod #

FMS Form 6-10 7600A

IAA Number	SPEI16C006XXX	- 0000 -	0000
	GT&C #	Order #	Amendment/Mod #

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
Page 2 of 4

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI16C006XXX - 0000 - 0000
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI16C006XXX - 0000 - 0000
 GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Jamie Berryhill	Phaedra Chrousos
Title	Unit Chief, OMB-Office of the Federal Chief Info	Associate Administrator, 18F/OCSIT
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	Jamie_L_Berryhill@omb.eop.gov	(b) (6)
SIGNATURE	Berryhill, Jamie L.	
Approval Date		12/7/15

IAA# :

**General Services Administration, 18F
and
Executive Office of the President, Office of Management and Budget**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs only. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

IAA# :

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

<https://github.com/18F/open-source-policy/blob/master/policy.md>

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication. 18F agrees not to release any procurement sensitive information related to this interagency agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number SPEI16C006XXX - 0001 - 0000 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency	Servicing Agency			
Primary Organization/Office Name	Executive Office of the President, OMB-OFCIO	U.S. General Services Administration / OCSIT / 18F			
Responsible Organization/Office Address	725 17th St., NW Washington DC 20503	1800 F Street, N.W. Washington, D.C. 20405			
ORDER/REQUIREMENTS INFORMATION					
25. Order Action (Check One) <input checked="" type="checkbox"/> New <input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line. <input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$ _____	\$ _____	\$ _____	\$ _____	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$ _____	\$ _____	\$ _____	\$ _____	\$0.00
Funding Change for This Mod	\$ _____	\$ _____	\$ _____	\$ _____	\$0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$ _____	\$ _____	\$ _____	\$ _____	\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27. Performance Period Start Date <u>10-01-2015</u> End Date <u>09-30-2016</u> For a performance period mod, insert the start and end dates that reflect the new performance period. MM-DD-YYYY MM-DD-YYYY					

IAA Order

IAA Number SPEI16C006XXX - 0001 - 0000
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) _____

28. Order Line/Funding Information														Line Number _____					
										Requesting Agency Funding Information					Servicing Agency Funding Information				
ALC		11-03-0001										47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB			
OR Current TAS format		011-X-0036-000										47X45341							
BETC		DISB										COLL							
Object Class Code (Optional)		257102																	
BPN		031649499										964253686							
BPN + 4 (Optional)																			
Additional Accounting Classification/Information (Optional)		Fund: SPE0036DBXXXXXX Internal org: SPE0400000000 CATB: SPE6114 (NO YEAR)										2016-A-00-285F-DS11-Q00XF000-AF151-18F Billable							
Requesting Agency Funding Expiration Date										Requesting Agency Funding Cancellation Date									
MM-DD-YYYY										MM-DD-YYYY									
18F Pages OMB-OFCIO																			
Project Number & Title																			
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) 18F helps agencies deliver on their mission through the development of digital and web services. The Requesting Agency has a need for a host and a platform for a web site. To help achieve its goals, the Requesting Agency is engaging GSA to provide Infrastructure as a Service (IaaS) and 18F Pages. This will meet the agency's need by allowing the agency to create, edit, and host its own website on the 18F Pages platform. See Attachment A Statement of Work																			
North American Industry Classification System (NAICS) Number (Optional) _____																			
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:									
Unit of Measure										Contract Cost		\$							
Quantity		Unit Price		Total						Servicing Fees		\$							
1		\$1,500.00		\$ 1,500.00						Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges				\$						Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 1,500.00						Net Total Cost		\$ 0.00							
Advance Line Amount (-)				\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$ 1,500.00															
Type of Service Requirements																			
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																			

IAA Order

IAA Number SPEI16C006XXX - 0001 - 0000
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 1,500.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☒ Requesting Agency Initiated IPAC ☐ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

One time payment.

- ☐ Monthly ☐ Quarterly ☒ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 Days to allow time for invoicing and payment.

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number SPEI16C006XXX

- 0001 -

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name

Point of Contact (POC) Name & Title

POC Email Address

Delivery Address /Room Number

POC Telephone Number

Special Shipping Information

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Jamie Berryhill	Phaedra Chrousos
Title	Unit Chief, OMB-Office of the Federal Chief Financial Officer	Associate Administrator, 18F/OCSIT
Telephone Number	(b) (6)	
Fax Number		
Email Address	Jamie_L_Berryhill@omb.eop.gov	(b) (6)
SIGNATURE	Berryhill, Jamie L.	
Date Signed		12/7/15

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Brian Gillis	Andrew Roach
Title	Budget Officer	Manager of Financial Planning & Analysis
Telephone Number	(b) (6)	
Fax Number		
Email Address	Brian_Gillis@omb.eop.gov	andrew.roach@gsa.gov
SIGNATURE	Gillis, Brian F.	ANDREW ROACH
Date Signed		

FRANCISCO WONG
O WONG
VIDAL

IAA Order

IAA Number SPE16C006XXX

- 0001 -

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Brian Gillis	Kathryn Connolly
Title	Budget Officer	Innovation Specialist
Office Address	725 17th St., NW Washington DC 20503	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	Brian_Gillis@omb.eop.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)	Gillis, Brian F.	

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name		
Title		18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		Joshua Bailes
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Deputy
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		

IAA Number:

**STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO OFFICE OF
MANAGEMENT AND BUDGET**

1.0. BACKGROUND

The U.S. General Services Administration (the Servicing Agency), through its Office of Citizen Services and Innovative Technologies / 18F, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services. Our mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services. One of the business lines offered to agencies is Infrastructure as a Service (IaaS), which includes: performance monitoring; continuous integration and deployment systems; collaboration tools; data analytics; and 18F Pages.

18F Pages is a web hosting platform created by 18F that includes basic code editing functions to use as a platform for web site hosting. 18F Pages also automates common tasks for integrating code editing and web hosting to provide a simple way for developers to launch new websites or more easily manage existing ones. 18F Pages is maintained by 18F staff, and federal agencies use 18F Pages to provide hosting and publishing services as part of the infrastructure of their websites. This platform, combined with cloud hosting, allows federal agencies to maintain their websites on an 18F maintained publishing platform. Without 18F Pages, federal agencies must come up with their own hosting solution utilizing a cloud service. 18F Pages fills that void.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the OMB-OFCIO Information Technology Oversight and Reform. The Requesting Agency has a need for a host and a platform for a web site. To help achieve its goals, the Requesting Agency is engaging GSA to provide IaaS and 18F Pages. This will meet the agency's need by allowing the agency to create, edit, and host its own website on the 18F Pages platform.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide the Requesting Agency will the following:

1. Access to the 18F Pages web hosting platform and basic code editing functions.
2. Cloud hosting in support of 18F Pages.
3. Servicing agency's direct support to requesting agency.

IAA Number:

The Servicing Agency shall directly provide the Requesting Agency with professional services in support of the Requesting Agency's project or program. Such professional services include the following direct support deliverables necessary to achieve the objectives of this IAA:

- (a) Provisioning of accounts, including collection of Requesting Agency user information;
- (b) Live in-person training and skill verification, whether on-site or virtual, for Requesting Agency personnel identified by the Requesting Agency;
- (c) Distribution of credentials to Requesting Agency users, including the setup of any necessary two-factor identification systems;
- (d) Ongoing consultation regarding technical architecture, strategy and planning, systems evaluation, and cybersecurity;
- (e) Collection, analysis, and synthesis of Requesting Agency usage data for all services provided by a GSA contractor, whether non-labor or professional, to ensure accurate billing; and
- (f) Setup and support related to the integration to 18F Pages.
- (g) Other direct support services necessary to achieving the objectives of this agreement.

All professional services support provided directly by Servicing Agency employees shall be provided under agile principles. For purposes of this SOW, the term "agile principles" means the Requesting Agency and the Servicing Agency will work in short, regular intervals (commonly referred to as "sprints"), each typically two weeks long. The Servicing Agency will deliver work product at the end of each sprint. The Servicing Agency and the Requesting Agency shall use the results of these sprints to collaboratively determine the goals of subsequent work intervals ("sprints").

4. Non-Labor Services. The Servicing Agency shall provide the Requesting Agency with required non-labor services by contract. For purposes of this SOW, the term "contracted non-labor services" refers to all such services listed in the Aquilent BPA established and administered by GSA, available here: [Authorized Federal Acquisition Service Information Technology Schedule Pricelist](#).

3.0. REIMBURSEMENT

IAA Number:

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs, charged at current hourly rates based on employee grade and (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement.

4.0. DELIVERABLE TIMELINE

Deliverable	Due By
Access to 18F Pages	5 business days from the date of execution
Hosting for the website on the 18F Pages platform	Ongoing

5.0 PROJECT STATUS AND REPORTING

GSA will provide a status of the onboarding on a weekly basis until complete. GSA will provide the Requesting Agency with updates to the 18F Pages platform as they are released

IAA# :

**General Services Administration, 18F
and
Executive Office of the President, Office of Management and Budget**

**7600B, ATTACHMENT B
Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual and/or fixed costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA# : 17ACYFIA-001

Order#: 0001

**U.S. General Services Administration, Technology Transformation Service, 18F
and**

HHS/ACF/Administration on Children, Youth and Families

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

IAA# : 17ACYFIA-001

Order#: 0001

After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 17ACYFIA-001 - 0000 -
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY

1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	HHS/ACF/Administration on Children, Youth and Families	U.S. General Services Administration / Technology Transformation Service / PIF
Address	330 C Street, SW, Washington, DC 20201	1800 F Street, N.W. Washington, D.C. 20405

2. Servicing Agency Agreement Tracking Number (Optional) PIFACF170001

3. Assisted Acquisition Agreement Yes ☐ No ☒

4. GT&C Action (Check action being taken)

☒ New

☐ Amendment – Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 01-03-2017 End Date 01-02-2018 of IAA or effective cancellation date
MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☐ State the other renewal period: _____

No ☒

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 17ACYFIA-001 - 0000 -
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost \$14,000.00
Overhead Fees & Charges
Total Estimated Amount \$14,000.00

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing
the services under this IAA. Reimbursement of GSA's actual costs is described
further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Acquisition Services Fund 40 USC 321, 501

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 17ACYFIA-001 - 0000 -
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 17ACYFIA-001 - 0000 -
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Rafael López	Rob Cook
Title	Commissioner, ACYF	Commissioner, TTS
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	(b) (6) s.gov	rob.cook@gsa.gov
SIGNATURE	(b) (6)	E-SIGNED by Vladlen David Zvenyach
Approval Date		on 2017-01-19 09:28:12 EST

IAA#: 17ACYFIA-001

Order#: 0001

STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO HHS

1.0. BACKGROUND

The U.S. General Services Administration (the Servicing Agency), through its Technology Transformation Service / 18F, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services.

18F has a product called Federalist (<https://federalist.18f.gov/#>). Federalist is software-as-a-service for self-service publishing and maintenance of static government web pages. Federalist provides users with customizable templates for common website use cases and a web-based editor to update and add content to the templates. Users also have the ability to use custom templates on Federalist.

18F provides access to the Federalist platform and its capabilities and maintains the Federalist platform and infrastructure security compliance. Agencies access the platform on a self-service level to modify and launch static web pages onto Federalist's cloud-based deployment and hosting infrastructure.

The Requesting Agency, for purposes of this Statement of Work (SOW), is Health and Human Services (HHS). HHS requires the ability to host easily editable static web pages for two websites that were created under a previous IAA between GSA and Administration for Children, Youth and Families (ACYF) in HHS. For purposes of this current IAA, the websites will be called the "Product Hub" and the Foster Youth Experience (FYX) Service Guide."

- For the Product Hub website, the staging site is <http://federalist.18f.gov.s3-website-us-east-1.amazonaws.com/site/betson/child-welfare-product-hub/> and the website files are at <https://github.com/presidential-innovation-fellows/child-welfare-product-hub>.
- For the FYX Service Guide website, the staging site is <http://federalist.18f.gov.s3-website-us-east-1.amazonaws.com/site/presidential-innovation-fellows/fyem-jekyll/> and the website files are at <https://github.com/presidential-innovation-fellows/fyem-jekyll>,

To help achieve its goals, the Requesting Agency is engaging GSA to host these two websites on Federalist and provide the Requesting Agency access to the web editing tools needed to make changes to these two websites. This will meet the agency's need by allowing the agency to host and edit the content for these two websites on the Federalist platform.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide HHS the following:

1. Access to Federalist to create and manage the static web pages for the Product Hub and FYX Service Guide websites, including:
 - a. Federalist web editing tools for creating and editing web content
 - b. Access to documentation materials such as <https://federalist-docs.18f.gov/> to assist users in using Federalist.
 - c. Hosting for a collection of static web pages using the Federalist cloud hosting platform under a unified domain name.
2. 18F direct support necessary to achieve the objectives of this IAA, including:
 - a. Provisioning individual access to the web editor
 - b. Proactive updates about new features or platform downtime as appropriate.
3. 18F will supply HHS as requested with Monthly Statements and additional Project Status Updates.

3.0 REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means GSA's direct and indirect costs including (1) labor costs, (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement; and (3) professional services, including those described in Section 2.0, above.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA.

4.0 DELIVERABLE TIMELINE

The Servicing Agency shall deliver to the Requesting Agency the following:

Item	Due By
Distribution of Federalist access to Requesting Agency users	< 10 business days after agreement is executed
Operation & Maintenance of the Federalist platform and Cost Tracking	Ongoing
Provide any additional design and code needed before launching the websites	Before product launch
Assistance on using the Federalist platform and understanding Federalist contracts	Before product launch
Completed products handoff	As soon as possible

5.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

GSA 18F will provide a status of key milestones as requested by HHS, including recent accomplishments, planned activities, and risks and issues.

IAA# : 17ACYFIA-001

Order#: 0001

U.S. General Services Administration, Technology Transformation Service, 18F

and

HHS/ACF/Administration on Children, Youth and Families

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number 17ACYFIA-001 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) PIFACF170001

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency	Servicing Agency			
Primary Organization/Office Name	HHS/ACF/Administration on Children, Youth and Families	U.S. General Services Administration / Technology Transformation Service/PIF			
Responsible Organization/Office Address	330 C Street SW, Washington, DC 20201	1800 F Street, N.W. Washington, D.C. 20405			
ORDER/REQUIREMENTS INFORMATION					
<p>25. Order Action (Check One)</p> <p><input checked="" type="checkbox"/> New</p> <p><input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.</p> <p><input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.</p>					
26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$ 0.00
Funding Change for This Mod	\$	\$	\$	\$	\$ 0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$ 0.00
Net Modified Amount Due	\$ 0.00	\$0.00	\$0.00	\$ 0.00	\$0.00
<p>27. Performance Period Start Date <u>01-03-2017</u> End Date <u>01-02-2018</u></p> <p>For a performance period mod, insert the start and end dates that reflect the new performance period.</p> <p style="text-align: center;">MM-DD-YYYY MM-DD-YYYY 1/23/2017 - PAN</p>					

IAA Order

IAA Number 17ACYFIA-001 - 0001 -
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) PIFACF170001

28. Order Line/Funding Information														Line Number _____			
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		75-03-0030								47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB	
			075	2017	2017		1545										
OR Current TAS format										47X45341							
BETC		DISB								COLL							
Object Class Code (Optional)		25308															
BPN		927645705								08-044-1469							
BPN + 4 (Optional)										DS11 - PAN							
Additional Accounting Classification/Information (Optional)		CAN G994104, EIN 26-1854443								2017-F-00-285F- DS14 -Q00XF000-AF151- PIF Billable 18F - PAN							
Requesting Agency Funding Expiration Date 09-30-2017 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-30-2022 MM-DD-YYYY							
Child Welfare 2.0 Federalist																	
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
See Form 7600B, Attachment A Statement of Work																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$							
Quantity	Unit Price	Total						Servicing Fees		\$							
1	\$14,000.00	\$ 14,000.00						Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ 14,000.00						Net Total Cost		\$ 0.00							
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ 14,000.00															
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Number 17ACYFIA-001 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) PIFACF170001

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
Page 3 of 5

IAA Order

IAA Number 17ACYFIA-001 - 0001 -
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) PIFACF170001

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Kurt Heisler	Rob Cook
Title	Social Science Research Analyst	Commissioner, TTS
Telephone Number	(b) (6)	
Fax Number		
Email Address	kurt.heisler@acf.hhs.gov	rob.cook@gsa.gov
SIGNATURE	Kurt W. Heisler -S	E-SIGNED by Vladlen David Zvenyach
Date Signed	1-10-17	on 2017-01-19 09:27:33 EST

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Catherine Wade	Paula Netro
Title	Budget Officer	OCFO Financial Management Analyst
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	paula.netro@gsa.gov
SIGNATURE		Paula Netro
Date Signed	1-12-17	1/23/2017

IAA Order

IAA Number 17ACYFIA-001 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) PIFACF170001

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Joyce Lee	Kathryn Connolly
Title	Management Analyst	Innovation Specialist
Office Address	7700 Wisconsin Avenue Bethesda, MD 20814	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	joyce.lee@psc.hhs.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Jenny Wood	18F PROJECT LEAD
Title	Chief, Deputy Commissioner, ACYF	18F Innovation Specialist
Office Address		
Telephone Number	(b) (6)	
Fax Number		
Email Address	jenny.wood@acf.hhs.gov	
Signature & Date (Optional)	(b) (6)	
Name		Joshua Bailes
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Deputy
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		

IAA# : SPEI17C006XXX

Order#: 0001

**U.S. General Services Administration, Technology Transformation Service, 18F
and
Office of Management and Budget, Information Technology Oversight and Reform
Program Management**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

IAA# : SPEI17C006XXX

Order#: 0001

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI17C006XXX - 0000 - 0000
 GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	Information Technology Oversight and Reform Program Management	US General Services Administration, Technology Transformation Service, 18F
Address	725 17th Street, NW Washington, DC 20503	1800 F Street, N.W. Washington, D.C. 20405
2. Servicing Agency Agreement Tracking Number (Optional) _____		
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date <u>01-02-2017</u> End Date <u>09-30-2017</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input checked="" type="checkbox"/>		
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related Order.		

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI17C006XXX - 0000 - 0000
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost \$665,000.00
Overhead Fees & Charges _____
Total Estimated Amount \$665,000.00

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI17C006XXX - 0000 - 0000
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

IAA Number	<u>SPEI17C006XXX</u>	<u>-0000-</u>	<u>0000</u>
	GT&C #	Order #	Amendment/Mod #

Please see Form 7600A, Attachment 1 - Additional Clauses

**STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO OFFICE OF
MANAGEMENT AND BUDGET**

1.0. BACKGROUND

The U.S. General Services Administration (the Servicing Agency), through its Transformation Technology Services (TTS), builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. The Office of 18F within TTS helps agencies deliver on their mission through the development of digital and web services. Our mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services. One of the business lines 18F offers to agencies is Products & Platforms where 18F provides software user research, design, development, and hosting.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the Office of Management and Budget (OMB). The Requesting Agency requires the service of 18F to design a prototype a modified version of the eRegs platform To help achieve its goals, OMB is engaging GSA to conduct user research, design, development and strategy for the digital display and organization of government legal and regulations documents.

2.0 METHODOLOGY

18F works in short iterations (sprints), in which a scope of work is planned, executed, and demonstrated with stakeholders for the purposes of informing the next iteration. Within the context of our software development efforts, the team will work from a prioritized backlog of activities in concert with guidance from the Product Owner, to focus on the highest value learning opportunities and iterate towards a solution that meets core user and business needs.

For these reasons, it is essential that 18F has the support of a dedicated and empowered Product Owner, who is responsible for representing the project and its deliverables to the Requesting Agency and providing 18F with consistent access to relevant users and stakeholders. The Product Owner should also serve as the “champion for the project,” by offering strategic advice and ensuring the active participation of key stakeholders for the duration of the project.

3.0 SCOPE OF WORK AND DELIVERABLES

18F will provide OMB with the following:

IAA Number: SPEI17C006XXX

1. Consulting services related to User Research Discovery and Strategy (delivered 40 business days after kick off). 18F will advise OMB on schema design, particularly in reference to how schemas can be designed to work the existing eRegulations platform. 18F will also provide a UX Research lead to consult with OMB staff on the collection of user research that will inform the final prototype of a modified version of the eRegs platform.
2. Design and Development services for a prototype web platform for OMB (Begins 40 days after initial kickoff). 18F will create a live prototype instance of a modified version of the eRegs platform (or an eRegs-like platform) tailored for the display of OMB requirements documents and schema based on a subset of OMB requirements documentation.

4.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs and (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement.

Cost Breakdown:

Category	Estimated Dollar Amount
Operating Expenses & Labor	\$649,266.75
Travel	\$15,733
Communications and Utilities	\$0
Contractual Services	\$0
Supplies and Materials (Infrastructure Costs)	
Equipment Purchases	\$0
Total:	\$665,000

5.0. DELIVERABLE TIMELINE

Deliverable	Due By
Kickoff Research Meeting	After the agreement is signed, the parties will select a mutually agreeable kickoff date.
User Research & Discovery Findings	Delivered 40 business days after kick off
Kickoff Design & Development Meeting	Begins 40 business days after kick off

IAA Number: SPEI17C006XXX

Prototype web platform developed on an incremental release every two weeks until the end of design and development period	90 days after design and development kickoff meeting
Hand off prototype site, research and code to OMB Team at the end of the design and development period for them to continue further development and standing up the rest of their guidance docs	90 days after design and development kickoff meeting

6.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

7.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

IAA# : SPEI17C006XXX

Order#: 0001

**U.S. General Services Administration, Technology Transformation Service, 18F
and
Office of Management and Budget, Information Technology Oversight and Reform
Program Management**

**7600B, ATTACHMENT B
Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA#: SPE17C006XXX

Order#: 0001

**Office of Management and Budget, Information Technology Oversight and Reform
Program Management**

**7600B, ATTACHMENT C
Economy Act (31 U.S.C. 1535) Determinations**

Based on the following determination and findings, in accordance with the authority of the Economy Act (31 USC 1535), as implemented in the Federal Acquisition Regulation, Subpart 17.5, the requesting agency Office of Management and Budget, intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be **\$665,000**.

B. The goods or services cannot be provided by contract as conveniently or economically by contracting directly with a commercial enterprise. The eRegulations platform is already built with multiple, live instances servicing other agencies and the team is assembled, trained, and knowledgeable in the space to provide immediate service to OMB. The eRegulations platform is also built for and deployed through the TTS Cloud.gov platform which quickly allows security compliance so that live instances of the site can be offered to launch faster while following the federal privacy and security requirements to the agency.

C. The servicing agency is able to provide the ordered goods or services, with unique expertise having serviced multiple agencies providing eRegulations legal document development, design and strategy over the past 3 years. The resulting code and new features from the engagement with OMB can also be shared back into the open source eRegulations code base, so that other agencies on the platform can benefit in the future.

D. This interagency agreement is in the best interest of the United States Government

Name: Althea A. Kireilis

Title and Office: Contracting Officer, United States of America
Chief, Procurement and Contract Management Officer

Date: 12/22/2016

IAA Number SPEI17C006XXX - - Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
Page 1 of 5

IAA Order

IAA Number SPEI17C006XXX - -
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

28. Order Line/Funding Information										Line Number _____								
			Requesting Agency Funding Information						Servicing Agency Funding Information									
ALC		11-03-0001								47-00-0016								
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB		
OR Current TAS format			011-X-0036-000						47X45341									
BETC			DISB						COLL									
Object Class Code (Optional)			257102															
BPN			031649499						964253686									
BPN + 4 (Optional)																		
Additional Accounting Classification/Information (Optional)			Fund: SPE0036DBXXXXXX Internal Org: SPE0502000000 CATB: SPE6111						2017-F-00-285F-DS11-Q00XF000-AF151-18F Billable									
Requesting Agency Funding Expiration Date MM-DD-YYYY									Requesting Agency Funding Cancellation Date MM-DD-YYYY									
OMB E-Regs																		
Project Number & Title																		
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																		
See Form 7600B, Attachment A Statement of Work																		
North American Industry Classification System (NAICS) Number (Optional) _____																		
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:									
Unit of Measure								Contract Cost		\$								
Quantity		Unit Price		Total				Servicing Fees		\$								
1		\$665,000.00		\$ 665,000.00				Total Obligated Cost		\$ 0.00								
Overhead Fees & Charges				\$				Advance for Line (-)		\$								
Total Line Amount Obligated				\$ 665,000.00				Net Total Cost		\$ 0.00								
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation										
Net Line Amount Due				\$ 665,000.00														
Type of Service Requirements																		
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																		

IAA Order

IAA Number	<u>SPEI17C006XXX</u>	-	<u> </u>	-	<u> </u>	Servicing Agency's Agreement
	GT&C #		Order #		Amendment/Mod #	Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$	[All Order Line advance amounts (Block 28) must sum to this total.]
--	---

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 665,000.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒
- Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600B, Attachment C: Economy Act Determination

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
☐ Credit Card ☐ Other – Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation):

IAA Order

IAA Number SPEI17C006XXX - -
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details


36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Margaret Graves	Rob Cook
Title	Acting Deputy Administrator	Commissioner, TTS
Telephone Number	(b) (6)	
Fax Number		
Email Address	Margaret_H_Graves@omb.eop.gov	rob.cook@gsa.gov
SIGNATURE	 <small>Digitally signed by MARGARET H GRAVES DN: cn=MARGARET H GRAVES, o=OMB, ou=Office of Management and Budget, email=MARGARET.H.GRAVES@OMB.EOP.GOV</small>	E-SIGNED by Vladlen David Zvenyach
Date Signed		on 2017-01-03 09:35:05 EST

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency **Funding Official** signs to **start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.**

	Requesting Agency	Servicing Agency
Name	Brian Gillis	Laura Dawson
Title	Budget Officer	OCFO
Telephone Number	(b) (6)	
Fax Number		
Email Address	brian_gillis@omb.eop.gov	laura.dawson@gsa.gov
SIGNATURE	Brian F. Gillis <small>Digitally signed by Brian F. Gillis DN: cn=gps, c=us, email=B.F. Gillis, email=Brian_Gillis@omb.eop.gov Date: 2010.12.29 11:38:23 -0500</small>	
Date Signed		

IAA Order

IAA Number SPEI17C006XXX - -
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs) The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Brian Gillis	Kathryn Connolly
Title	Budget Officer	Innovation Specialist
Office Address	725 17th Street, NW Washington, DC 20503	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	brian_gillis@omb.eop.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)	Brian F. Gillis	
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency) This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name		Will Sullivan
Title		18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address		william.sullivan@gsa.gov
Signature & Date (Optional)		
Name		Joshua Bailes
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Deputy
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		

IAA# :

**U.S. General Services Administration, Technology Transformation Service, 18F
and
Office of Management and Budget, Information Technology Oversight and Reform
Program Management**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

IAA# :

After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI17C006XXX - 0000 - 0001
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY											
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%; padding: 5px;">Requesting Agency of Products/Services</th> <th style="width: 85%; padding: 5px;">Servicing Agency Providing Products/Services</th> </tr> <tr> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">Information Technology Oversight and Reform Program Management</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">725 17th Street, NW Washington, DC 20503</td> </tr> </table> </td> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">US General Services Administration, Technology Transformation Service, 18F</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table> </td> </tr> </table>	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">Information Technology Oversight and Reform Program Management</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">725 17th Street, NW Washington, DC 20503</td> </tr> </table>	Name	Information Technology Oversight and Reform Program Management	Address	725 17th Street, NW Washington, DC 20503	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">US General Services Administration, Technology Transformation Service, 18F</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	US General Services Administration, Technology Transformation Service, 18F	1800 F Street, N.W. Washington, D.C. 20405
Requesting Agency of Products/Services	Servicing Agency Providing Products/Services										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">Information Technology Oversight and Reform Program Management</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">725 17th Street, NW Washington, DC 20503</td> </tr> </table>	Name	Information Technology Oversight and Reform Program Management	Address	725 17th Street, NW Washington, DC 20503	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">US General Services Administration, Technology Transformation Service, 18F</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	US General Services Administration, Technology Transformation Service, 18F	1800 F Street, N.W. Washington, D.C. 20405				
Name	Information Technology Oversight and Reform Program Management										
Address	725 17th Street, NW Washington, DC 20503										
US General Services Administration, Technology Transformation Service, 18F											
1800 F Street, N.W. Washington, D.C. 20405											
2. Servicing Agency Agreement Tracking Number (Optional) _____											
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>											
4. GT&C Action (Check action being taken) <input type="checkbox"/> New <input checked="" type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. Block 5 - Agreement period extended five years, from 9/30/17 to a new end date of 1/1/22. Block 7 - Updated to Multiple Order IAA. Block 9 - Estimated agreement amount increased from 665,000 to \$7,500,000 to cover estimated costs over the life of this agreement. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.											
5. Agreement Period Start Date <u>01-02-2017</u> End Date <u>01-01-2022</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY											
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input checked="" type="checkbox"/>											
7. Agreement Type (Check One) <input type="checkbox"/> Single Order IAA <input checked="" type="checkbox"/> Multiple Order IAA											
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation											
Note: Specific advance amounts will be captured on each related Order.											

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI17C006XXX - 0000 - 0001
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost	\$7,500,000.00	Provide a general explanation of the Overhead Fees & Charges The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.
Overhead Fees & Charges		
Total Estimated Amount	\$7,500,000.00	

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI17C006XXX - 0000 - 0001
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number SPEI17C006XXX - 0000 - 0001
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Margaret Graves	Rob Cook
Title	Acting Deputy Administrator	Commissioner, TTS
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	Margaret_H_Graves@omb.eop.gov	rob.cook@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Vladlen David Zvenyach on 2017-07-21
Approval Date	7/11/17	

IAA#:

Order#: 0001

**7600B ATTACHMENT A: STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED
TO OFFICE OF MANAGEMENT AND BUDGET**

1.0. BACKGROUND

The U.S. General Services Administration (the Servicing Agency), through its Transformation Technology Services / 18F, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services. Our mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services. One of the business lines 18F offers to agencies is Products & Platforms where 18F provides software user research, design, development, and hosting.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the Office of Management and Budget (OMB). The Requesting Agency needs a policy writer tool, providing the Agency with an easy-to-use method drafting policy documents. 18F will conduct user research, design, develop, and strategize for the digital display and organization of government legal and regulatory documents. 18F will provide these services in order to produce a digital tool that helps the Requesting Agency organize, comment on, annotate, and write policy documents.

2.0 METHODOLOGY

18F works in short iterations (sprints), in which a scope of work is planned, executed, and demonstrated with stakeholders for the purposes of informing the next iteration. Within the context of our software development efforts, the team will work from a prioritized backlog of activities in concert with guidance from the Product Owner, to focus on the highest value learning opportunities and iterate towards a solution that meets core user and business needs.

For these reasons, it is essential that 18F has the support of a dedicated and empowered Product Owner, who is responsible for representing the project and its deliverables to the Requesting Agency and providing 18F with consistent access to relevant users and stakeholders. The Product Owner should also serve as the “champion for the project,” by offering strategic advice and ensuring the active participation of key stakeholders for the duration of the project.

IAA#:

Order#: 0001

3.0 SCOPE OF WORK AND DELIVERABLES

18F will provide the Requesting Agency with the following:

1. 18F will provide User Research Discovery and Strategy Advising for the Requesting Agency on policy data schema design, particularly in reference to how schemas can be designed to work with digital platforms to create a policy writer tool for the Requesting Agency to create machine-readable policy guidance for internal agency users, as well as how to collect feedback and annotations on existing policy for external users. (Begins after initial kickoff, delivered 60 business days after kick off)
2. 18F will provide Design and Development services for a prototype web platform of the Requesting Agency policy writer tool (Begins 60 days after initial kickoff).
3. 18F will provide Design and Development services to enhance the OMB Policy Library with functionality adding annotation tools to collect external feedback for policy guidance. (Begins 60 days after initial kickoff).

4.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs and (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement.

Cost Breakdown:

Category	Estimated Dollar Amount
Operating Expenses & Labor	\$1,240,977
Travel	\$19,815.00
Communications and Utilities	\$0
Contractual Services	\$0
Supplies and Materials (Infrastructure Costs)	(Cloud.gov FISMA Low on a separate IAA)
Equipment Purchases	\$0
Total:	\$1,260,792

IAA#:

Order#: 0001

5.0. DELIVERABLE TIMELINE

Deliverable	Due By
Phase 2 kickoff meeting	After the agreement is signed, the parties will select a mutually agreeable kickoff date, and begin user research and discovery for the Phase 2
User Research & Discovery Findings	Delivered 45 business days after kick off
Kickoff Design & Development Implementation Meeting	Begins 60 business days after kick off
Prototype policy annotation upgrades to the OMB policy library site, developed on an incremental release every two weeks until the end of design and development period	MVP launch 60 days after User Research & Discovery Findings delivered.
Prototype policy writer web platform developed on an incremental release every two weeks until the end of design and development period	MVP launch 60 days after annotation upgrades delivered.
Hand off policy writer prototype site and annotation upgrades to the policy library site, research and code to OMB Team at the end of the design and development period for them to continue further development	Hand off 60 days after User Research & Discovery Findings delivered.

6.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

7.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

IAA#:

Order#: 0001

8.0 REQUESTING AGENCY RESPONSIBILITIES

The requesting agency is responsible for obtaining an Authority to Operate (ATO) and managing the security operations and compliance of any software developed through this agreement. The requesting agency will also conduct any necessary activities to support an ATO to launch and maintain the software.

IAA# :

Order#: 0001

**U.S. General Services Administration, Technology Transformation Service, 18F
and
Office of Management and Budget, Information Technology Oversight and Reform
Program Management**

**7600B, ATTACHMENT B
Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

DETERMINATIONS AND FINDINGS (D&F)
AUTHORITY TO ENTER INTO AN INTERAGENCY AGREEMENT
UNDER THE ECONOMY ACT

Based on the following determination and findings, in accordance with the authority of the Economy Act (31 U.S.C. § 1535), as implemented in the Federal Acquisition Regulation, Subpart 17.5, the Office of Management and Budget, , intends to enter into an Interagency Agreement (IAA) with the General Services Administration, 18 F.

This IAA is for continued development of a website, currently referred to as the OMB Policy Library. OMB has a need for 18F to provide services. The cost of the agreement is capped at \$7,500,000.00.

The goods and services cannot be provided by contract as conveniently or economically by OMB directly with a commercial enterprise. 18F is leveraging the eRegulations platform which is already built with multiple, live instances servicing other agencies. The 18F team is assembled, trained, and knowledgeable and is able to provide immediate service to OMB because 18F has already developed a functioning beta website of the OMB Policy Library. The eRegulations platform is also built for and deployed through the TTS Cloud.gov platform which quickly allows security compliance so that live instances of the site can be offered to launch faster while following the federal privacy and security requirements to the agency. .

GSA 18F is able to provide the ordered goods or services, with unique expertise having serviced multiple agencies providing eRegulations legal document development, design and strategy over the past three years. The resulting code and new features from the engagement with OMB can also be shared back to the open source eRegulations code base, so that other agencies on the platform can benefit in the future.

The OMB certifies:

- ☒ X that sufficient annual funding amounts are or will be made available;
- ☒ X that this interagency agreement is in the best interest of the United States Government;
- ☒ X the Agency fulfilling the order is able to provide or get by contract the ordered goods or services;

Based on the above findings, I hereby determine that it is in the best interest of the Government to enter into an IA with GSA in accordance with FAR 17.5.

This D&F expires five years from the date of the approval signature and must be revisited on the anniversary date of signature to ensure there are no significant changes to the requirement for the IA.

Name: Althea A. Kireilis

Title and Office: Contracting Officer, United States of America

Chief, Procurement and Contract Management Officer

Date: 07/05/2017

IAA Number SPEI17C006XXX - 0002 - _____ Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

FMS Form 7600B
04/12

IAA Order

IAA Number SPEI17C006XXX - 0002 -
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

28. Order Line/Funding Information										Line Number _____							
			Requesting Agency Funding Information							Servicing Agency Funding Information							
ALC		11-03-0001							47-00-0016								
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB	
			011				0036	000									
OR Current TAS format			011-X-0036-000							47X45341							
BETC			DISB							COLL							
Object Class Code (Optional)			257102							044							
BPN			031649499							08-004-1469							
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)			Fund: SPE0036DBXXXXXX Internal Org: SPE0502000000 CATB: SPE6111							2017-F-00-285F-DS11-Q00XF000-AF151-18F Billable							
Requesting Agency Funding Expiration Date MM-DD-YYYY									Requesting Agency Funding Cancellation Date MM-DD-YYYY								
OMB E-Regs Phase 2																	
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
See Form 7600B, Attachment A Statement of Work																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:								
Unit of Measure							Contract Cost		\$								
Quantity		Unit Price		Total			Servicing Fees		\$								
1		\$1,260,792.00		\$ 1,260,792.00			Total Obligated Cost		\$ 0.00								
Overhead Fees & Charges				\$			Advance for Line (-)		\$								
Total Line Amount Obligated				\$ 1,260,792.00			Net Total Cost		\$ 0.00								
Advance Line Amount (-)				\$			Assisted Acquisition Servicing Fees Explanation										
Net Line Amount Due				\$ 1,260,792.00													
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number	<u>SPEI17C006XXX</u>	-	<u>0002</u>	-		Servicing Agency's Agreement
	<u>GT&C #</u>		<u>Order #</u>		<u>Amendment/Mod #</u>	Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$		[All Order Line advance amounts (Block 28) must sum to this total.]
---------------------------------------	--	---

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 1,260,792.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐
- Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒
- Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600B, Attachment C: Economy Act Determination

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number SPEI17C006XXX - 0002 -
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Margaret Graves	Rob Cook
Title	Acting Deputy Administrator	Commissioner, TTS
Telephone Number	(b) (6)	
Fax Number		
Email Address	Margaret_H_Graves@omb.eop.gov	rob.cook@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Vladlen David Zvenyach
Date Signed	7/11/17	on 2017-07-21

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Brian Gillis	Laura Dawson Paula Netro
Title	Budget Officer	OCFO Financial Management Analyst
Telephone Number	(b) (6)	
Fax Number		
Email Address	brian_gillis@omb.eop.gov	laura.dawson@gsa.gov
SIGNATURE	BRIAN GILLIS (b) (6)	Paula Netro
Date Signed	7/11/17	8/1/2017

IAA Order

IAA Number SPE117C006XXX - 0002 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Brian Gillis	Kathryn Connolly
Title	Budget Officer	Innovation Specialist
Office Address	725 17th Street, NW Washington, DC 20503	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	brian_gillis@omb.eop.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)	BRIAN GILLIS	
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name		Will Sullivan
Title		18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address		william.sullivan@gsa.gov
Signature & Date (Optional)		
Name		Joshua Bailes
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Deputy
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		

IAA#: SPE17C006XXX

Order #: 0001

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Review**

Form 7600B, Attachment D

In accordance with the Federal Information Technology Acquisition Reform Act (FITARA), CIOs shall have a significant role in the decision processes for all annual and multi-year planning, programming, budgeting, and executing decisions, and the management, governance, and oversight processes related to information technology.

GSA may not enter into a contract or other agreement to acquire information technology (IT) or IT services for internal purposes, unless the contract or other agreement has been reviewed and approved by the Chief Information Officer of GSA or, in the case of a non-major IT investment, as defined by OMB, an individual delegated by the CIO who reports directly to the CIO. In addition, TTS Policy for GSA Information FITARA Review requires GSA-CIO review and approval for all internal TTS contracts or agreements, as well as review and approval for external TTS contracts or agreements that leverage GSA IT platforms, security or infrastructure. The purpose of this attachment is to signify that the GSA-CIO has reviewed and approved this agreement between **Office of Management and Budget (OMB)** and TTS for work to be done on **the OMB Policy Phase 2**.

e-Signed by Steve Grewal
on 2017-07-31

David Shive, Chief Information Officer
General Services Administration

Date

**U.S. General Services Administration, Technology Transformation Service, 18F
and
United States Digital Services**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

IAA#: SPEI17C010XXX

After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # _____ Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	United States Digital Service	GSA, Technology Transformation Services, FAS
Address	725 17th St, NW Washington DC	1800 F Street, N.W. Washington, D.C. 20405
2. Servicing Agency Agreement Tracking Number (Optional) _____		
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date _____ Date Signed _____ End Date _____ year from sig _____ of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input checked="" type="checkbox"/>		
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related Order.		

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # _____ Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost _____ \$200,000.00
Overhead Fees & Charges _____
Total Estimated Amount _____ \$200,000.00

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # _____ Amendment/Mod # _____

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Matthew Cutts	Vladlen Zvenyach
Title	USDS Administrator	Assistant Commissioner of TTS-18F
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	(b) (6)	vladlen.zvenyach@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Vladlen David Zvenyach on 2017-07-21
Approval Date	7/17/2017	

7600B ATTACHMENT A: STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO USDS

1.0. BACKGROUND

The Office of 18F (18F) within General Services Administration's (GSA) Technology Transformation Service (TTS), is a team of designers, engineers, product managers, and strategists. 18F is a technology consultancy for the government, inside the government, that works with federal agencies to successfully deliver efficient, easy-to-use digital services. 18F works in the open to build systems that focus on the needs of customers through human-centered design while using agile development techniques to move quickly and reduce risk. One of the services 18F offers to agencies is consulting where 18F provides hands-on consulting services to Federal program managers and other leaders who need assistance in procuring, designing, and managing software that use modern development techniques (e.g., agile, lean, open source).

The Requesting Agency, for purposes of this Statement of Work (SOW), is the United State Digital Service (USDS). USDS needs assistance creating materials for USDS events, preparing presentations for executive briefings, and producing marketing materials to add in the promotion of their brand. To help achieve its goals, USDS is engaging 18F to provide design consulting and support services, drawing on 18F's visual, content, UX, and interaction design experience. This consulting and support work, as described in Section 2.0, will provide USDS staff with expanded capabilities for USDS to deliver services consistent with its mission.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide the Requesting Agency with up to 850 hours of consulting and support services (in-person or via teleconference) to USDS staff, specifically focused on the following methods or services:

- **User research**, which involves techniques and methods (such as those described at <https://methods.18f.gov/discover/>) to help understand how and why people use a particular service and inform what changes could be made to help people more easily accomplish their goals. For the Requesting Agency, this will include collecting information from key stakeholders and users to inform what features, functionality, or content should be analyzed to look for ways to improve the product or service.
- **Wireframes**, which offer a simple visual representation of a product or service interface to understand content prioritization and hierarchy. Wireframes enable the 18F designers to begin gathering information from the Requesting Agency developers around feasibility and structure. More information about the methods at <https://methods.18f.gov/make/wireframing/>.

- **Prototyping**, in which 18F quickly creates an initial version, either static or functional, of something that exhibits the form and function of a product or service. 18F builds prototypes to test hypotheses and assess the viability of potential solutions both technically and in terms of what the Requesting Agency can support. Prototypes can vary from simple wireframes to coded web pages, and while they may be representative of the end product, they should not be considered of launch-ready quality. By building a prototype, 18F and the Requesting Agency can explore unknowns, such as how users respond to a proposed interface, and advance our understanding of potential solutions. Prototyping also clarifies complexity and mitigates risk for any follow-on implementation phase(s). More on how 18F conducts prototyping can be found at <https://methods.18f.gov/make/prototyping/>.
- **Visual design**, which uses typography, photography, and illustration for visual communication and problem-solving. 18F will work with the Requesting Agency to create new visual design patterns or update existing ones.
- **Content design, strategy or analysis**, in which 18F will help the Requesting Agency develop their content, clarify their tone and voice, explore the breadth and depth of their content, and evaluate content elements and information assets on some or all parts of a website or other materials.
- **Information architecture**, in which 18F will help the Requesting Agency in providing structure and hierarchy to their content.
- **Presentation design & print materials**, for which 18F will collaborate with the Requesting Agency to design and produce materials for USDS events, provide presentation assistance for executive briefings, and develop one-page marketing handouts.
- **Editorial services**, in which 18F will partner with the Requesting Agency to select and prepare the specific content needed in order to convey the Requesting Agency's desired outcome. Editorial services may be inclusive of correction, condensation, reorganization, or other modifications in order to produce correct, consistent, accurate, and complete content for the Requesting Agency.

3.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis and will not exceed \$200,000. Actual cost means all GSA's costs including (1) labor costs, charged at current rates, and (2) non-labor costs, including any infrastructure, hosting, contracted services, travel, and related expenses under this agreement.

4.0. DELIVERABLE TIMELINE

The following timeline is aimed at providing relative direction around the timing of key activities and deliverables. It is subject to change dependent on the needs of the engagement. This timeline is meant to serve as a guide rather than a firm commitment to explicit deadlines. All day estimates assume business days and do not include federal holidays.

Deliverable	Due By
18F will provide personnel for up to 850 hours of design consulting services	Within one year

5.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

IAA# : SPEI17C010XXX

Order: 0001

U.S. General Services Administration, Technology Transformation Service, 18F

and

United States Digital Services

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

United States Digital Service

7600B, ATTACHMENT C

Economy Act (31 U.S.C. 1535) Determinations

In accordance with the Economy Act 31 U.S.C. 1535, the requesting agency intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

- A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be **\$200,000**.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government

Print Name: **Jay Teitelbaum**

Signature

Date

IAA Number SPEI17C010XXX 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

FMS Form 7600B
04/12

IAA Order

IAA Number SPEI17C010XXX - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

28. Order Line/Funding Information												Line Number <u> </u>				
						Requesting Agency Funding Information				Servicing Agency Funding Information						
ALC		11-03-0001						47-00-0016								
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB
OR Current TAS format		11-X-0036						47X45341								
BETC		disb						COLL								
Object Class Code (Optional)		257102														
BPN		031649499						08-044-1469								
BPN + 4 (Optional)																
Additional Accounting Classification/Information (Optional)		Fund: SPE0036DBXXXXXX Internal Org. SPE0400000000 CATB: SPE6114						2017-F-00-285F-DS11-Q00XF000-AF151-18F Billable								
Requesting Agency Funding Expiration Date <u>MM-DD-YYYY</u>								Requesting Agency Funding Cancellation Date <u>MM-DD-YYYY</u>								
USDS Design Consulting																
Project Number & Title																
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																
See Form 7600B, Attachment A Statement of Work																
GSA will provide USDS with design support to consist of help creating visual aids, powerpoint presentations to senior leadership, and other marketing & communication products.																
North American Industry Classification System (NAICS) Number (Optional) <u> </u>																
Breakdown of Reimbursable Line Costs								OR Breakdown of Assisted Acquisition Line Cost:								
Unit of Measure						Contract Cost		\$								
Quantity		Unit Price		Total		Servicing Fees		\$								
1		\$200,000.00		\$ 200,000.00		Total Obligated Cost		\$ 0.00								
Overhead Fees & Charges		\$				Advance for Line (-)		\$								
Total Line Amount Obligated		\$ 200,000.00				Net Total Cost		\$ 0.00								
Advance Line Amount (-)		\$				Assisted Acquisition Servicing Fees Explanation										
Net Line Amount Due		\$ 200,000.00														
Type of Service Requirements																
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																

IAA Order

IAA Number SPEI17C010XXX 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line - Provide amount to be accrued \$ and Number of Months
- ☐ Accrual Per Work Completed - Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed:

30. Total Net Order Amount: \$ 200,000.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600B, Attachment C: Economy Act Determination

Form 7600B, and Form 7600B, Attachment D: FITARA Approval

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other - Explain other payment method and reasoning:

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation):

34. Payment Terms (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation):

IAA Order

IAA Number SPE117C010XXX - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Matthew Cutts	Vladlen Zvenyach
Title	USDS Administrator	Assistant Commissioner of TTS-18F
Telephone Number	(b) (6)	
Fax Number		
Email Address	Matthew.P.Cutts@omb.eop.gov	vladlen.zvenyach@gsa.gov
SIGNATURE	(b) (6)	Signed by Vladlen David Zvenyach
Date Signed	7/17/2017	on 2017-07-21

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency. In accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Brian Gillis	Paula Netro
Title	Budget Officer	OCFO Financial Management Analyst
Telephone Number		
Fax Number		
Email Address	(b) (6)	paula.netro@gsa.gov
SIGNATURE	(b) (6)	Paula Netro
Date Signed	8/8/17	08/14/2017

IAA Order

IAA Number SPE117C010XXX - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Brian Gillis	Jackie Xu
Title	Budget Officer	Innovation Specialist
Office Address	725 17th St. NW Washington, Dc 20503	1800 F Street, NW Washington, D.C. 20006
Telephone Number		
Fax Number		
Email Address	Brian.Gillis@omb.eop.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)	(b) (6) 8/8/17	
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	Sarah Saltiel	Anna Sebok
Title		18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address	Sarah_C_Saltiel@omb.eop.gov	anna.sebok@gsa.gov
Signature & Date (Optional)		
Name	Jay Teitelbaum	Matthew Spencer
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address	Jay.f.teitelbaum@omb.eop.gov	matthew.spencer@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

IAA#: 18FUSDS17001

Order#: 0001

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Review**

Form 7600B, Attachment D

In accordance with the Federal Information Technology Acquisition Reform Act (FITARA), CIOs shall have a significant role in the decision processes for all annual and multi-year planning, programming, budgeting, and executing decisions, and the management, governance, and oversight processes related to information technology.

GSA may not enter into a contract or other agreement to acquire information technology (IT) or IT services for internal purposes, unless the contract or other agreement has been reviewed and approved by the Chief Information Officer of GSA or, in the case of a non-major IT investment, as defined by OMB, an individual delegated by the CIO who reports directly to the CIO. In addition, TTS Policy for GSA Information FITARA Review requires GSA-CIO review and approval for all internal TTS contracts or agreements, as well as review and approval for external TTS contracts or agreements that leverage GSA IT platforms, security or infrastructure. The purpose of this attachment is to signify that the GSA-CIO has reviewed and approved this agreement between **United States Digital Services** and TTS for work to be done on **USDS Design Consulting**.

e-Signed by David Shive
on 2017-08-10

David Shive, Chief Information Officer
General Services Administration

Date

SOCIAL SECURITY ADMINISTRATION

**INTERAGENCY AGREEMENT
DATA SHEET**

For Work Performed by Other Federal Agencies for SSA

☒ New ☐ Renewal

SSA AGREEMENT NUMBER
(See Note Below)

GSA-15-0043

PERFORMING AGENCY'S
AGREEMENT NUMBER
(If Applicable)

18F-15-SSA-01

1. NAME OF AGENCY PERFORMING THE SERVICE
General Services Administration

2. ADDRESS
**1800 F St, NW
Washington, DC 20405**

**Funds Available
10/15/2014**

3. PROJECT TITLE AND BRIEF DESCRIPTION OF WORK TO BE PERFORMED
DCPS Agile Support

18F will assist SSA (CPO/DCPS) in developing and executing an acquisition strategy that is compatible with agile approaches to software development.

SECURITY/SUITABILITY BACKGROUND CHECKS REQUIREMENT ☐ Applicable ☒ Not Applicable

4. SSA PROJECT COORDINATOR

a. Name, Title and Component

**Cara Rose
IT Specialist, Chief Program Office, DCPS**

b. Address: **6401 Security Blvd
845 ALT
Baltimore, MD 21235**

c. Telephone: **(b) (6)**

5. PERFORMING AGENCY PROJECT COORDINATOR

a. Name and Title

**Chris Cairns
Innovation Specialist**

b. Address: **1800 F St, NW
Washington, DC 20405**

c. Telephone: **(b) (6)**

6. COST AND FINANCING

a. Total Estimated Cost of Services

\$460,100.00

b. Cash Transfer: ☒ PAC ☐ SF-1051 ☐ Other

c. Timing: ☒ Pay as Billed ☐ Advance Payment of

☐ Other (Explain)

d. Frequency: ☒ Monthly ☐ Quarterly ☐ Upon Completion of Work

7. ACCOUNTING AND APPROPRIATION DATA

a. Sub-object Class Code

2576

b. Fiscal Year

2015

c. Common Accounting No.

4003835

d. Performing Agency EIN

44-0553234

e. Performing Agency DUNS/BFN

126785836

f. Performing Agency BETC

COLL

g. Performing Agency TAS

47X4534.1

h. Performing Agency Location Code

47-00-0016

i. SSA Appropriation/TAG

28158704

j. SSA Agency Location Code

28-C4-0001

k. SSA BETC

DISB

l. SSA DUNS/BFN

927645592

m. SSA EIN

528004212

n. ITS Project #

R327327D2

o. Period of Performance

10/27/2014 - 9/30/2015

8. AUTHORITY

Economy Act, 31 U.S.C. 1535, ~~PAR-17~~

9. BILLING ADDRESS

**Social Security Administration
Office of Finance
P.O. Box 47
Baltimore, Md. 21235-0047**

(b) (6)

10. TITLE AND DATE

**DC
10/31/14**

11. PERFORMING AGENCY AUTHORIZING SIGNATURE

(b) (6)

11/20/14

Deputy Commissioner for Operations

Associate Administrator, OCSIT (Acting)

INTERAGENCY AGREEMENT

BETWEEN

General Services Administration (GSA)

AND THE

SOCIAL SECURITY ADMINISTRATION (SSA)

- I. PURPOSE: The purpose of this Agreement is to memorialize the parties' agreement under which SSA will reimburse GSA for services in support of developing and executing an acquisition strategy that is compatible with agile approaches to software development.
- II. BACKGROUND: This is an IAA between SSA and 18F, an organization within GSA which builds effective, user centric digital services. 18F will help SSA's Chief Program Office (CPO)/Disability Case Processing System (DCPS) achieve its IT modernization objectives by assisting in developing and executing an acquisition strategy that is compatible with agile approaches to software development. This agreement is to reimburse for actual costs incurred by GSA.
- III. RESPONSIBILITIES OF THE PARTIES: The responsibilities of the parties to this agreement are as follows:
 - a. SSA's Responsibilities:
 - i. Ensure services within the terms of this agreement are delivered to the SSA's satisfaction
 - ii. Reimburse GSA according to the terms of this agreement
 - b. GSA's Responsibilities:
 - i. Deliver services as outlined in the Statement of Work
 - ii. Deliver project status and reports as outlined in the Statement of Work
- IV. DURATION OF AGREEMENT: The period of performance of this agreement is October 27, 2014 to September 30, 2015.
- V. MODIFICATION AND TERMINATION: Modifications to this agreement must be in writing and agreed to by the parties. This agreement may be terminated by either party upon 30 days advance written notice.

If SSA cancels the order, GSA is authorized to collect costs incurred prior to cancellation of the order plus any termination costs.

VI. POINTS OF CONTACT:

SSA Project Coordinator:

Cara Rose
Social Security Administration

GSA Project Coordinator:

Chris Cairns
GSA/18F

6401 Security Blvd
Baltimore, MD 21235

(b) (6)

1800 F St. NW
Washington, DC 20405

SSA Accounting/Finance Contact:

Mike Higgins
Social Security Administration
6401 Security Blvd
Baltimore, MD 21235

(b) (6)

GSA Accounting/Finance Contact:

Robin Short
Deputy Controller, Federal Acquisition
Service
1800 F Street, NW
Washington, DC 20006

(b) (6)

SSA Contracting Officer [N/A]

NAME
Social Security Administration
ADDRESS
PHONE

GSA Contracting Officer [N/A]

NAME
ADDRESS
PHONE

- VII. FUNDING: SSA agrees to transfer funds to GSA, in the form of progress or periodic payments, on at least a quarterly basis, up to the sum of \$460,100 to support GSA's activities under this Agreement. Transfers of funds will be by means of the IPAC (Intra-Governmental Payment and Collection) system. **The SSA IAA number must be cited on all IPAC submissions.**

At least quarterly, but no later than 30 days after an accountable event, GSA shall provide SSA with a performance report (e.g. a billing statement) that details all work performed to date. Additionally, at least quarterly, the parties will reconcile balances related to revenue and expenses for work performed under the Agreement.

The servicing agency is limited to recovery of actual costs only. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC. If additional funds are due the servicing agency, those will be provided via IPAC.

Further, no funds provided through this agreement may be used by the servicing agency to award a contract for the exclusive use and benefit of the requesting agency.

- VIII. AUTHORITY: Economy Act, 31 U.S.C. 1535

- IX. INTEGRATION CLAUSE: This agreement and the accompanying Statement of Work and Form SSA-429 constitute the entire Agreement of the parties with respect to its subject matter. There have been no representations, warranties or promises made outside of this Agreement. This Agreement shall take precedence over any other documents that may be in conflict with it.

- X. DISCLAIMER: SSA will not accept responsibility for reimbursement of late fees or other costs incurred due to the negligence of the servicing agency in complying with its obligations to third party contractors.
- XI. DISPUTE RESOLUTION: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10 *Intragovernmental Business Rules* (June 2011).
- XII. AUTHORIZING SIGNATURES AND DATES: The signatories below warrant and represent that they have the competent authority on behalf of their respective agencies to enter into the obligations set forth in this Agreement.

SOCIAL SECURITY ADMINISTRATION

(b) (6)



Date: 10/31/14

GSA

(b) (6)



K
Associate Administrator, OCSIT (Acting)

Date: 11/20/14

**The General Services Administration (GSA)
Office of Citizen Services / 18F
And
Social Security Administration (SSA)
Statement of Work**

This Statement of Work (SOW) is an agreement between the servicing agency, General Services Administration (GSA), and the requesting agency, Social Security Administration (SSA). This SOW explains the work to be performed under the IAA and serves as an obligating document.

1.0. BACKGROUND

SSA's Disability Case Processing System (DCPS) Program is a multiyear effort to simplify the disability determination components' system support and maintenance processes by transitioning from multiple applications to a modern, common case processing system. DCPS will provide common functionality with the flexibility to accommodate state specific needs and consistent support to each disability determination component. Specific objectives of the modernization include:

1. Enhance the technology infrastructure that supports disability case processing nationwide, to improve our effectiveness and efficiency in rendering timely and accurate disability decisions.
2. Replace 54 independently operated systems across the Disability Determinations Services (DDS), the state agencies that make disability determinations for SSA.
3. Provide accurate, current, consistent and accessible data, and reduce the overall growth rate of infrastructure costs.
4. Enable our employees to achieve the highest level of public service possible, while producing accurate decisions and timely and cost-effective case processing with optimum productivity.
5. Improve public service, introduce innovative case management concepts, provide accurate, current, consistent, accessible data and utilize modern technology with a robust infrastructure.
6. Retire the legacy systems currently supporting the disability determination process once we implement DCPS to all sites.

2.0. SCOPE OF OBJECTIVES

To help achieve its IT modernization objectives, SSA is engaging 18F to assist in developing and executing an acquisition strategy that is compatible with agile approaches to software development. Agile software development is a methodology in which requirements and solutions evolve through collaboration between self-organizing, cross-functional teams. It offers several distinct advantages over traditional approaches to software development (namely waterfall) including:

- Deliver usable, customer-valued capabilities more rapidly even as priorities change
- Increase flexibility to adopt emerging technologies incrementally
- Decrease overall investment risk by breaking work into smaller increments
- Gain greater visibility into contractor performance sooner
- Create more opportunities for small business
- Mitigate operational and vendor lock-in
- Mitigate unpleasant surprises late in the schedule
- "Fail fast" – terminate an investment with fewer sunk costs when things do not go as planned (e.g., tech decision does not work)

These advantages have been verified through numerous studies and surveys (e.g., [Ambysoft's 2013 IT Project Success Rates Survey Results](#)), which is why OMB issued formal guidance to agencies in July of 2012 to encourage expanded use of agile, modular approaches to software development (see ["Contracting Guidance to Support Modular Development"](#)).

Given the potential benefits of agile to the DCPS IT modernization initiative, the scope of objectives for 18F's consulting services include:

1. Deliver an Agile Workshop to key DCPS users and stakeholders (e.g., DCPS Steering Committee members) to educate them on agile practices, benefits, and required organizational changes.
2. Conduct a kickoff meeting between DCPS and 18F to define key milestones and clarify key roles and responsibilities.
3. As part of a pilot approach to acquiring software systems in an agile way, identify 2-3 useful segments of system functionality that can be delivered within a short timeframe (e.g., 2-3 months) by software development teams. (A useful segment is an independently deployable piece of software functionality in which the potential benefits exceed the potential costs.)
4. In compliance with the Federal Acquisition Regulation (FAR), assist DCPS in developing a contract strategy (e.g., ideal contract type, contract structure/content), preparing a solicitation (e.g., statement of objectives), and conducting a source selection (e.g., technical evaluation) that will enable DCPS to acquire the useful segments in an agile way (e.g., evolutionary requirements, time-boxed iterations) from multiple industry vendors who specialize in agile software development. (To expedite contract award, a preference should be given to existing contract vehicles within the Federal government over the creation of new ones.)
5. Prior to contract award, assist DCPS in preparing to manage multiple software development iterations (e.g., task order template, product backlog template, iteration management processes). Following contract award, assist DCPS in planning and managing the execution of multiple software development iterations, ensuring that contractors are using good technical practices (e.g., test-driven development) in alignment with agile principles, and monitoring contractor performance until all useful segments are developed, accepted by users, and deployed to a production environment.

6. Assist DCPS in documenting lessons learned from the pilot to inform the development of a more comprehensive acquisition strategy for the DCPS IT modernization initiative.

3.0. WORK APPROACH

To satisfy the scope of DCPS's objectives, 18F will perform a variety of specialized services at DCPS's request and as 18F's staffing allows. Example services include, but are not limited to:

Pre-Award

- **Brainstorming** – Facilitating the analysis and understanding of the general problem and requirements, the discovery of modularly separable components, and the ordering of priorities. Consideration may be given to novel technical approaches and use of commoditized IT (e.g., database software) when possible as a way to decrease complexity. Consideration also should be given to implementing a backlog to manage and prioritize requirements, problems, and enhancements.
- **Prototyping** – Building an early sample of a product to test a concept and to facilitate the identification of user needs and the development of an informed product vision. Consideration should be given to incorporating a model office.
- **Product Visioning** – Developing a product vision statement that communicates how the product will support WHD's strategic imperatives and articulates what the goals for the product are.
- **Contract Modularization** – Decomposing the product vision into discrete independent and independently testable components that can be awarded to and delivered by multiple vendors concurrently.
- **Test Writing** – Creating a general test strategy, which may include the concrete specification of executable tests to validate the behavior of software units or components developed by DCPS contractors with minimal effort. This may also include outlines of tests to be written as part of the engagement that cannot be fully specified at the onset.
- **Request for Proposal (RFP) Ghostwriting** – Developing key sections of the RFP, including performance work statements (e.g., statement of objectives). This includes but is not limited to the inclusion of technical guidance, Application Programming Interface (API) specifications, specific test creation, and general specification of executable test performance.

Post-Award

- **Code Review Coaching** – Providing examples of how design and code oversight can be applied to large problems with minimum investment to obtain maximum return on investment and minimize risk. This, in turn, will foster the development of an accountable culture of code and design review, both by DCPS and its contractors.

- **Good Technical Practices Assurance** – Ensuring the modularity and sustainable value of code by enforcing a checklist of practical techniques that maximize the deployment ease and operational control by DCPS, thus minimizing vendor lock-in.
- **Iteration Management** – Consulting on managing an iterative, metric-driven, customer-centered development process, including workshops, training, and direct assistance during the iteration process, to ensure that an effective iterative process is in place that mitigates risk and is manageable by DCPS.

Pre-Award or Post-Award

- **Agile Workshops** – Training sessions designed to not only teach agile principles, but to also put that knowledge into immediate practice using a “learn by doing” model.
- **Agile Coaching** – Providing ongoing advice and guidance to project teams in order to institute the adoption of agile practices and principles.

4.0. PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting (agreement total, current period billing, total billing to-date, remaining funding) on a monthly basis.

Determination and Findings Statement

SOCIAL SECURITY ADMINISTRATION DETERMINATION AND FINDINGS USE OF INTERAGENCY AGREEMENT

I HEREBY FIND THAT:

(1) The Social Security Administration proposes to enter into an agreement with GSA for the acquisition of support in developing and executing an acquisition strategy that is compatible with agile approaches to software development.

(2) In July of 2012, OMB issued formal guidance to agencies to encourage expanded use of agile, modular approaches to software development. The CPO/DCPS plans to incorporate agile practices to the DCPS IT modernization initiative, with the help of 18F. 18F is GSA's newest flagship organization within GSA, comprised of Presidential Innovation Fellows who excel in agile software development. Entering into an IAA with 18F is a cost effective way for CPO/DCPS to learn more about implementing agile, to learn how to write effective contracts for procuring agile support, and to receive agile coaching. 18F will assist us in writing our contracts and task orders in a manner that incorporates Agile and builds in vendor accountability toward that end. GSA/18F offers an economical solution for other government agencies to access to top agile experts.

I HEREBY DETERMINE THAT:

On the basis of the above findings, and in accordance with section 17.503 of the Federal Acquisition Regulation:

- (1) Use of an interagency acquisition is in the best interest of the Government; and
- (2) The supplies or services cannot be obtained as conveniently or economically by contracting directly with private source.

RECOMMENDED:

Date 10/15/14

Cara Rose, IT Specialist

CONCUR:

Date 10/31/14

(b) (6)



ons

**Office of Systems
Interagency Agreement
Clearance Form
FY2015**

Agency Performing Service: General Services Administration

Project Title: DCPS Agile Support

SSA Initiating Office: CPO/DCPS

Funding Information:

Funds are available in the FY 2015 ITS budget within Project Number: R327 327D2, which is approved and funded.

Estimated Total Cost: \$ 460,100 CAN 4003835 SOC 2576

DCS Approvals:

Certification from
DCS Budget Staff that
Funds are Available:

(b) (6)

Date: 10/9/14

Deputy Commissioner,
Systems

(b) (6)

Date: 10/10/2014



SOCIAL SECURITY

Office of the General Counsel
Office of General Law

MEMORANDUM

Date: October 29, 2014

Re: S9B

To: Cara Rose
Project Coordinator
CPO/DCPS

From: *Brandon Dell'Aglia for*
Mitchell R. Chitwood
Associate General Counsel
for General Law

Subject: Interagency Agreement between the Social Security Administration (SSA) and General Services Administration (GSA) for DCPS Agile Support (Interagency Agreement number GSA-15-0043)
-- ACTION

Pursuant to the Commissioner's directive of January 4, 2011, we have reviewed this revised Agreement and the accompanying Form SSA-429. This agreement is legally and procedurally sufficient and we clear the same.

If you need any further information, please contact Brandon Dell'Aglia on extension 53366.

Attachments

**U.S. General Services Administration, Technology Transformation Service, 18F
and
Social Security Administration**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

IAA Number	GSA-17-0054	- 0000 -	0000
	GI&C #	Order #	Amendment/Mod #

FMS Form 6-10 7600A

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number GSA-17-0054 - 0000 - 0000
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost \$150,000.00
Overhead Fees & Charges
Total Estimated Amount \$150,000.00

Provide a general explanation of the Overhead Fees & Charges.
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number GSA-17-0054 - 0000 - 0000
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).
14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)
15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10: Intragovernmental Business Rules.
16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.) <div style="text-align: center;">30</div> <p>If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.</p> <p>If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.</p>
17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)
18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)
19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.) Please see Form 7600A, Attachment 1

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number GSA-17-0054 - 0000 - 0000
 GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Rajive Mathur HERBERT STRAUSS - FOR	Vladlen Zvenyach
Title	Deputy Commissioner for Systems & CIO	Assistant Commissioner or TTS-18F
Telephone Number(s)		
Fax Number		
Email Address	(b) (6)	vladlen.zvenyach@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Vladlen David Zvenyach on 2017-07-24
Approval Date	7/21/17	

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number GSA-17-0054 - 0001 - 0000 Servicing Agency's Agreement
 GI&C # Order # Amendment Mod # Tracking Number (Optional)

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency		Servicing Agency		
Primary Organization Office Name	Social Security Administration		GSA, Technology Transformation Services, FAS		
Responsible Organization Office Address	6401 Security Blvd, Baltimore, Maryland 21235		1800 F Street, N.W., Washington, D.C. 20405		
ORDER/REQUIREMENTS INFORMATION					
25. Order Action (Check One) <input checked="" type="checkbox"/> New <input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line. <input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line	Line <i>n</i>	Line <i>n</i>	Line <i>n</i>	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods (addition (+) or reduction (-))	\$	\$	\$	\$	\$0.00
Funding Change for This Mod	\$	\$	\$	\$	\$0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27. Performance Period Start Date <u>07-17-2017</u> End Date <u>09-30-2017</u> <small>For a performance period mod, insert the start and end dates that reflect the new performance period.</small> <u>MM-DD-YYYY</u> <u>MM-DD-YYYY</u> <div style="text-align: center; color: blue; font-weight: bold; font-size: 1.2em;">07-26-2017 - PAN</div>					

IAA Order

IAA Number GSA-17-0054

. 0001 . 0000

Servicing Agency's Agreement
Tracking Number (Optional)

GF&C #

Order # Amendment Mod #

28. Order Line/Funding Information			Line Number _____	
Requesting Agency Funding Information		Servicing Agency Funding Information		
(b) (4)				
MM-DD-YYYY				
Project Number & Title ODAR Case Management System Technical Assessment				
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See Form 7600D, Attachment A Statement of Work				
North American Industry Classification System (NAICS) Number (Optional)				
Breakdown of Reimbursable Line Costs			OR Breakdown of Assisted Acquisition Line Cost	
Unit of Measure	Unit Price	Total	Contract Cost	\$
Quantity			Servicing Fees	\$
1	\$150,000.00	\$ 150,000.00	Total Obligated Cost	\$ 0.00
Overhead Fees & Charges	\$		Advance for Line (+)	\$
Total Line Amount Obligated		\$ 150,000.00	Net Total Cost	\$ 0.00
Advance Line Amount (+)	\$		Assisted Acquisition Servicing Fees Explanation	
Net Line Amount Due		\$ 150,000.00		
Type of Service Requirements				
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable				

FMS Form 7600B
04/12

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
Page 2 of 5

IAA Order

IAA Number GSA-17-0054

. 0001 - 0000

Servicing Agency's Agreement

GT&C #

Order # Amendment Mod #

Tracking Number (Optional)

<p>29. Advance Information (Complete Block 29 if the Advance Payment for Products Services was checked "Yes" on the GT&C)</p> <p>Total Advance Amount for the Order \$ [All Order Line advance amounts (Block 28) must sum to this total.]</p> <p>Revenue Recognition Methodology (according to SFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)</p> <p><input type="checkbox"/> Straight-line - Provide amount to be accrued \$ and Number of Months</p> <p><input type="checkbox"/> Accrual Per Work Completed - Identify the accounting posting period</p> <p><input type="checkbox"/> Monthly per work completed & invoiced</p> <p><input type="checkbox"/> Other - Explain other regular period (bi-monthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed</p>	
<p>30. Total Net Order Amount: \$ 150,000.00</p> <p>[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]</p>	
<p>31. Attachments (State or list attachments.)</p> <p><input type="checkbox"/> Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)</p> <p><input checked="" type="checkbox"/> Other Attachments (Optional)</p> <p>Form 7600B Attachment A: Statement of Work</p> <p>Form 7600B Attachment B: Funding Details (answering Question 35 of this form)</p> <p>Form 7600B Attachment C: Economy Act Determination</p>	
<p align="center">BILLING & PAYMENT INFORMATION</p>	
<p>32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]</p> <p>If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA)</p> <p><input type="checkbox"/> Requesting Agency Initiated IPAC <input checked="" type="checkbox"/> Servicing Agency Initiated IPAC</p> <p><input type="checkbox"/> Credit Card <input type="checkbox"/> Other - Explain other payment method and reasoning</p>	
<p>33. Billing Frequency (Check One)</p> <p>[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]</p> <p><input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other Billing Frequency (include explanation)</p>	
<p>34. Payment Terms (Check One)</p> <p><input type="checkbox"/> 7 days <input checked="" type="checkbox"/> Other Payment Terms (include explanation)</p> <p align="right">30 days to allow for payment of invoices</p>	

IAA Order

IAA Number GSA-17-0054

0001 0000

Servicing Agency's Agreement

GT&C #

Order # Amendment Mod #

Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and or list funding clauses instructions.)

Form 7600B, Attachment B Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address - Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Rajive Mathur	Vladlen Zvenyach
Title	Deputy Commissioner for Systems & CIO	Assistant Commissioner of TTS-18F
Telephone Number		
Fax Number		
Email Address	Rajive.Mathur@gsa.gov	vladlen.zvenyach@gsa.gov
SIGNATURE	(b) (6)	
Date Signed	7/24/17	e-Signed by Vladlen David Zvenyach on 2017-07-24

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill collect and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Rajive Mathur	Paula Netro
Title	Deputy Commissioner for Systems & CIO	OCFO Financial Management Analyst
Telephone Number		
Fax Number		
Email Address	Rajive.Mathur@gsa.gov	paula.netro@gsa.gov
SIGNATURE	(b) (6)	Paula Netro
Date Signed	7/21/17	7/26/2017

FMS Form 7600B
04/12

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
Page 4 of 5

**7600B ATTACHMENT A: STATEMENT OF WORK FOR TTS SERVICES TO BE PROVIDED
TO THE SOCIAL SECURITY ADMINISTRATION**

1.0. BACKGROUND

The Office of 18F (18F) within General Services Administration's (GSA) Technology Transformation Services (TTS), is a team of designers, engineers, product managers, and strategists. 18F is a technology consultancy for the government, inside the government, that works with federal agencies to successfully deliver efficient, easy-to-use digital services. 18F works in the open to build systems that focus on the needs of customers through human-centered design while using agile development techniques to move quickly and reduce risk.

The Requesting Agency is the Social Security Administration (SSA). SSA is seeking to modernize and enhance its current case processing system for the disability Hearings and Appeals operation conducted by the Office of Disability and Adjudication Review (ODAR). The legacy system, known as the Case Processing Management System (CPMS), was built by SSA over 10 years ago when the majority of cases were on paper, the agency utilized traditional mail, and employees reported to brick-and-mortar hearings offices. Today, SSA envisions a modernized case processing system that enables seamless workload sharing and routing across all US states and territories. As part of their modernization effort, SSA is also currently developing the Disability Case Processing System (DCPS), a tool that establishes a common system for all state disability determinations services (DDSs). By modernizing their tools and systems, SSA hopes to improve the speed and quality of the disability application and appeals processes, simplify system support and maintenance, and reduce growth of system infrastructure costs.

To ensure a successful and strategic approach towards modernization, SSA needs to assess different technologies, architectural approaches, and programming languages, including those currently in use to develop DCPS. To that end, SSA seeks to utilize 18F's technical expertise to analyze DCPS in order to determine whether the approach and architecture used for DCPS are viable solutions for reuse and are fully scalable, extensible, and maintainable over the long term. In addition, SSA seeks an assessment of both government-provided and commercially available alternatives in order to decide on the best approach for the creation of the new ODAR system. The new ODAR system should also be adaptable and reusable to serve as a solution for other SSA Disability needs. In the event that some or all of DCPS is viable for reuse, SSA needs recommendations as to the best approach given that DCPS is still under development.

In this six-week engagement, SSA is engaging 18F to explore the functionalities of CPMS, explore the functionalities and architecture of DCPS, and conduct a technical assessment of DCPS and other potential solutions. Following the assessment, 18F will prepare a synthesis of

findings as well as preliminary recommendations based on the assessment that will identify the next steps towards a potential ODAR solution.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will work collaboratively with the SSA to conduct a technical assessment of CPMS and DCPS in order to establish a better understand of their system architecture and functionalities. 18F will then make recommendations that will identify the next steps towards a potential solution for the SSA's ODAR system.

2.1. Technical Assessment Phase

During this phase, 18F will provide the Requesting Agency with the following:

1. Conduct interviews and collaborative work sessions with key stakeholders and users of the technical system to identify use cases and core competencies, and review existing materials related to the engagement that may include research, manuals, reports, data, and source code as provided by Requesting Agency.
2. Facilitate a co-working session with the key stakeholders to scope and refine the problem statement or product vision, establish an investigation plan, and identify the sources of information related to the topic. These sources may include people, systems, documentation, source code, or other entities.
3. Intensively investigate the topic using qualitative and quantitative techniques including one or more of the following:
 - a. Interviews: Facilitated person to person discussions to define the challenges with the technical system and better understand its usability
 - b. Analytics analysis: Form insights based on a system or website's usage data
 - c. Data analysis: Form insights based on qualitative and quantitative data
 - d. Secondary research: Gather and analyze previously performed research
 - e. Reviewing current state: Examine systems, software, source code, processes, policies, rules, and methods
4. If appropriate and time & budget permitting, create and conduct user research on demos and wireframes that demonstrate how to achieve a specific outcome, collecting feedback around general usability of the system.
5. Perform synthesis to organize and find patterns in the data gathered in the investigation.
6. Interpret the data and create recommendations concerning the topic and the goals of the organization.

2.2. Recommendations

During this phase, 18F will provide the SSA with the following technical recommendations to identify which, if any, components of the CPMS and DCPS are viable solutions for reuse in the creation of the new ODAR system:

- Current-state analysis: Documentation and analysis of the SSAs current use of CPMS and DCPS, specifically focused on functionalities and architecture.
- Short-term solution: An outline of explicit steps to take immediately upon the completion of this engagement in order to improve the organization's technical system.

- Long-term solution: A strategic plan for implementing change to the organization's technical system based on the organization's unique position, including but not limited to its mission, context, resources, and risks.
- Clear documentation on the effects of inaction based upon an investigation, should the organization choose not to proceed with any of the above approaches.
- When appropriate, demos, wireframes, data, or other documents generated by 18F.

3.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs, charged at current hourly rates based on employee grade; (2) non-labor costs, contracted services, travel, and related expenses under this agreement.

The cost estimate for this project is **\$150,000** for a six week period for assessment and the travel needed to support them.

4.0. TIMELINE

Deliverable	Duration
Materials Review	After the agreement is signed, the parties will select a mutually agreeable date to conduct a materials review.
Kickoff Work Session	An on-site workshop with core team and stakeholders to identify core activities and make participant introductions
Investigation activities	First third of engagement
Synthesis of findings and on-site presentation to client	Second third of engagement
Interpretation and recommendations	Final third of engagement

5.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

7.0 REQUESTING AGENCY REQUIREMENTS

To ensure best execution of work, Requesting Agency will provide access to the following upon request by the servicing agency:

- Documentation as appropriate (IT budget, procurement, strategic plans, software source code)
- Access to Requesting Agency contracting or legal staff
- Facilities and equipment (including necessary credentials)
- Key contractors and vendors, with the following actions to provide for appropriate lines of responsibility between Requesting Agency, 18F, and Requesting Agency contractors and vendors:
 - (1) The Requesting Agency POC and 18F will coordinate in writing, in advance, on the identities of any Requesting Agency contractors or vendors whom Requesting Agency directs 18F to interact with to perform the work for Requesting Agency that is set out in this agreement.
 - (2) Requesting Agency will advise its contractors or vendors whom it directs to interact with GSA/18F staff of the following, as Requesting Agency determines is appropriate:
 - (a) GSA/18F staff are Federal employees performing work for Requesting Agency;
 - (b) the contractor/vendor should be aware of the identity of their Requesting Agency Contracting Officer. GSA/18F staff have no authority to make decisions related to the contract; only the Requesting Agency Contracting Officer does;
 - (c) GSA/18F staff are in an information gathering stage, and in an advisory role to Requesting Agency, not in a decision-making role.
 - (3) For any meetings or other communications which include both 18F staff and Requesting Agency contractors or vendors, Requesting Agency will determine if it is appropriate to send an Requesting Agency representative (such as the Administrative Contracting Officer, Contracting Officer's Representative, or other designee) to participate.
 - (4) GSA/18F employees will copy the Requesting Agency POC on email (and other communications, as practicable) which include contractors or vendors, and will coordinate closely with the Requesting Agency POC on all matters involving contractors or vendors.

8.0 Invoice and Documentation Submission

GSA's Office of 18F will prepare customized documentation that connects each invoice to specific work. Documentation will be submitted on a weekly or monthly basis, and will be consistent with the information being provided in the Monthly Statement Reports (see #1 and #2 below). All invoices and documentation must be submitted by GSA/18F and accepted by SSA before funds can be reimbursed via an IPAC transaction.

1. For these services, the invoice and additional documentation will include the following:
 - a. IAA number;

- b. Period of performance;
 - c. Employee name;
 - d. Hourly rate;
 - e. Hours worked;
 - f. Total amount billed;
 - g. Travel billed;
 - h. Total number of hours billed;
 - i. Total cost billed for each task; and
 - j. Total amount billed for travel.
2. GSA's Office of 18F shall provide supporting documentation when requesting reimbursement for any other incidental costs (ODCs), including travel expenses, etc. Supporting documentation shall include, at a minimum, legible photocopies of all bills and receipts. SSA reserves the right to withhold reimbursement until supporting documentation has been provided to the satisfaction of SSA.

IAA# : GSA-17-0054

Order#: 0001

U.S. General Services Administration, Technology Transformation Service, 18F

and

Social Security Administration

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

Social Security Administration

7600B, ATTACHMENT C

Economy Act (31 U.S.C. 1535) Determinations

In accordance with the Economy Act 31 U.S.C. 1535, the requesting agency intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

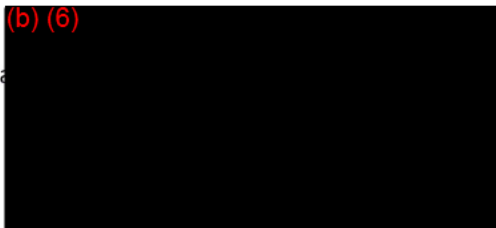
- A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be **\$150,000**.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government

Print Name

HERBERT STRAUSS

Signature

(b) (6)



Date

7/21/17

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number TIB-2017-I-028 - 0000 -
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY

1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	Federal Retirement Thrift Investment Board (FRTIB)	GSA, Technology Transformation Services, FAS
Address	77 K St, NE, Suite 1000 Washington, DC 20002	1800 F St, NW Washington, DC 20405

2. Servicing Agency Agreement Tracking Number (Optional) _____

3. Assisted Acquisition Agreement Yes ☐ No ☒

4. GT&C Action (Check action being taken)

☒ New

☐ Amendment – Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 09-28-2017 End Date 09-27-2018 of IAA or effective cancellation date
MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☐ State the other renewal period: _____

No ☒

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number TIB-2017-I-028 - 0000 -
GT&C # _____ Order # Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost \$265,262.40

Overhead Fees & Charges _____

Total Estimated Amount \$265,262.40

Provide a general explanation of the Overhead Fees & Charges

The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
5 U.S.C. 8474 (c) (5)

b. Servicing Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

18F will consult in the following services: User Research, Site Mapping, Wireframes, Task flow analysis, Prototyping, Usability Testing, Visual Design, Content strategy and/or analysis, and Editorial Services.

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the Requesting Agency.

See 7600A attachment 1- Additional Clauses and 7600B and attachments A, B, C and D

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the Requesting Agency and GSA 18F will be further defined by the 7600B and an option Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

See 7600A attachment 1- Additional Clauses and 7600B and attachments A, B, C and D

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number TIB-2017-I-028 - 0000 -
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

60

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)
Please see 7600A, Attachment 1 - Additional Clauses

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number TIB-2017-I-028 - 0000 -
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Jim Courtney	Vladlen Zvenyach
Title	Director, Office of Communications & Education	Assistant Commissioner of TTS-18F
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	Ji (b) (6)	vladlen.zvenyach@gsa.gov
SIGNATURE	(b) (6) 9/28/17	e-Signed by Vladlen David Zvenyach on 2017-09-29
Approval Date	9/28/17	

Department of the Treasury

7600B, ATTACHMENT C

Economy Act (31 U.S.C. 1535) Determinations

In accordance with the Economy Act 31 U.S.C. 1535, the requesting agency intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

- A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be **\$265,262.40**.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government

Print Name: Susan Crowder, Chief Financial Officer

(b) (6)



Date

10/13/2017

STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

1.0. BACKGROUND

The Office of 18F (18F) within General Services Administration's (GSA) Technology Transformation Services (TTS), is a team of designers, engineers, product managers, and strategists. 18F is a technology consultancy for the government, inside the government, that works with federal agencies to successfully deliver efficient, easy-to-use digital services. 18F works in the open to build systems that focus on the needs of customers through human-centered design while using agile development techniques to move quickly and reduce risk. One of the services 18F offers to agencies is the consulting where 18F provides hands-on consulting services to Federal program managers and other leaders who need assistance in procuring, designing, and managing software that use modern development techniques (e.g., agile, lean, open source).

The Requesting Agency, for purposes of this Statement of Work (SOW), is the Federal Retirement Thrift Investment Board (FRTIB). FRTIB needs assistance with design, development, and user research consulting in order to incorporate the U.S. Web Design Standards. To help achieve its goals, the FRTIB is engaging 18F to provide consulting services on design, development, and user research consulting drawing on 18F's U.S. Web Design Standards experience. This work will provide FRTIB staff with a better understanding of the U.S. Web Design Standards, design systems, and provide expanded capabilities for FRTIB to deliver services consistent with its mission.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide the Requesting Agency with up to 896 hours of consulting services (in-person or via teleconference) to FRTIB staff, specifically focused on the following methods or services:

- **User research**, which involves techniques and methods (such as those described at <https://methods.18f.gov/discover/>) to help understand how and why people use a particular service and inform what changes could be made to help people more easily accomplish their goals. For the Requesting Agency, this will include collecting information from key stakeholders and users to inform what features, functionality, or content should be analyzed to look for ways to improve the product or service.
- **Site mapping**, which provides a simple visual guide to how an existing website's pages relate to one another by assessing the structure and content of the site. 18F will use sitemaps to help the Requesting Agency understand the existing application or site structure. They may also be used to guide future decisions about the structure and organization of the application or site. More on how 18F conducts site mapping can be found at <https://methods.18f.gov/decide/site-mapping/>.

- **Wireframes**, which offer a simple visual representation of a product or service interface to understand content prioritization and hierarchy. Wireframes enable the 18F designers to begin gathering information from the Requesting Agency developers around feasibility and structure. More information about the methods at <https://methods.18f.gov/make/wireframing/>.
- **Task flow analysis**, which is a step by step analysis of what a user does to accomplish specific tasks. 18F will identify touch points and decision points a user must perform by closing examining a specific task, and use that information to demonstrate the relationship between tasks and how they interconnect across a product or service. More detail at <https://methods.18f.gov/decide/task-flow-analysis/>.
- **Prototyping**, in which we quickly create an initial version, either static or functional, of something that exhibits the form and function of a product or service. 18F builds prototypes to test hypotheses and assess the viability of potential solutions both technically and in terms of what the Requesting Agency can support. Prototypes can vary from simple wireframes to coded web pages, and while they may be representative of the end product, they should not be considered of launch-ready quality. By building a prototype, 18F and the Requesting Agency can explore unknowns, such as how users respond to a proposed interface, and advance our understanding of potential solutions. Prototyping also clarifies complexity and mitigates risk for any follow-on implementation phase(s). More on how 18F conducts prototyping can be found at <https://methods.18f.gov/make/prototyping/>.
- **Usability testing**, which involves direct or indirect observation (as is described at <https://methods.18f.gov/validate/usability-testing/>) of people using a product or service in order to learn a given design's challenges, opportunities, and successes. Information from these tests can then be used to guide further development of a product or service.
- **Visual design**, which uses typography, photography, and illustration for visual communication and problem-solving. 18F will work with the Requesting Agency to create new visual design patterns or update existing ones.
- **Content strategy or analysis**, in which 18F will help the Requesting Agency clarify their tone and voice, explore the breadth and depth of their content, and evaluate content elements and information assets on some or all parts of a website.
- **Editorial services**, in which 18F will partner with the Requesting Agency to select and prepare the specific content needed in order to convey the Requesting Agency's desired outcome. Editorial services may be inclusive of correction, condensation, reorganization, or other modifications in order to produce correct, consistent, accurate, and complete content for the Requesting Agency.

3.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs, charged at current rates, and (2) non-labor costs, including any infrastructure, hosting, contracted services, travel, and related expenses under this agreement.

4.0. DELIVERABLE TIMELINE

The following timeline is aimed at providing relative direction around the timing of key activities and deliverables. It is subject to change dependent on the needs of the engagement. This timeline is meant to serve as a guide rather than a firm commitment to explicit deadlines. All day estimates assume business days and do not include federal holidays.

Deliverable	Due By
18F will provide personnel for up to 896 hours of Web Design Standards consulting services	By September 27, 2018

5.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number TIB-2017-I-028 - 0001 - 000 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency	Servicing Agency			
Primary Organization/Office Name	Federal Retirement Thrift Investment Board/Communications & Education	GSA, Technology Transformation Services, FAS			
Responsible Organization/Office Address	77 K St, NE, Suite 1000 Washington, DC 2002	1800 F St NW, Washington, DC 20405			
ORDER/REQUIREMENTS INFORMATION					
<p>25. Order Action (Check One)</p> <p><input checked="" type="checkbox"/> New</p> <p><input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.</p> <p><input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.</p>					
26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$ 0.00
Funding Change for This Mod	\$	\$	\$	\$	\$0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p>27. Performance Period Start Date <u>09-28-2017</u> End Date <u>09-27-2018</u></p> <p>For a performance period mod, insert the start and end dates that reflect the new performance period.</p> <p style="text-align: center;">MM-DD-YYYY MM-DD-YYYY</p> <p style="text-align: center;">10/16/2017 - PAN 10/15/2018 - PAN</p>					

IAA Order

IAA Number TIB-2017-I-028 - 0001 - 000 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

28. Order Line/Funding Information										Line Number _____							
				Requesting Agency Funding Information					Servicing Agency Funding Information								
ALC		26-00-0001								47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
			026			X	6153	000									
OR Current TAS format			26X6153						47X45341								
BETC			DISB						COLL								
Object Class Code (Optional)																	
BPN			61-8329171						08-044-1469								
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)			52-1529691						2017-F-00-285F-DS11-Q00XF000-AF151-18F Billable								
Requesting Agency Funding Expiration Date MM-DD-YYYY									Requesting Agency Funding Cancellation Date MM-DD-YYYY								
Project Number & Title TSP Web Redesign																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See Form 7600B, Attachment A Statement of Work																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:								
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
1		\$265,262.40		\$ 265,262.40				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges				\$ 0.00				Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 265,262.40				Net Total Cost		\$ 0.00							
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$ 265,262.40													
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number	TIB-2017-I-028	- 0001	- 000	Servicing Agency's Agreement
	GT&C #	Order #	Amendment/Mod #	Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 265,262.40

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐
- Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒
- Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600B, Attachment C: Economy Act Determination (N/A: See FRTIB Statutory Authority in 7600A item number 10a)

Form 7600B, Attachment D: FITARA Approval

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

- ☒ 7 days ☐ Other Payment Terms (include explanation): 30 Days

IAA Order

IAA Number	TIB-2017-I -028	- 0001	- 000
	GT&C #	Order #	Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Jim Courtney	Vladlen Zvenyach
Title	Director, Office of Communications	Assistant Commissioner, TTS 18F
Telephone Number	(b) (6)	
Fax Number	(b) (6)	
Email Address	J [REDACTED]	viadlen.zvenyach@gsa.gov
SIGNATURE	[REDACTED]	e-Signed by Vladlen David Zvenyach on 2017-09-29
Date Signed	9/28/17	

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Susan C. Crowder	Paula Netro
Title	Chief Financial Officer	OCFO Financial Management Analyst
Telephone Number	(b) (6)	
Fax Number		
Email Address	Susan.Crowder@tsp.gov	paula.netro@gsa.gov
SIGNATURE	(b) (6)	Paula Netro <small>Digitally signed by Paula Netro DN: cn=Paula Netro, o=GSA, ou= area 1,paula.netro@gsa.gov, c=US Date: 2017.10.16 15:23:30 -0500</small>
Date Signed	11/28/17	10/16/2017

IAA Order

IAA Number TIB-20 17-I-028 - 0001 - 000 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Eric Twyman	Jackie Xu
Title	Supervisory Accountant	Innovation Specialist
Office Address	77 K St, NE, Suite 1000 Washington, DC 20002	1800 F St, NW, Washington DC 20405
Telephone Number	(b) (6)	
Fax Number		
Email Address	Eric.Twyman@tsp.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)		
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	Corey Kliever	Will Sullivan
Title	Multi-Media Specialist	Innovation Specialist
Office Address	77 K St, NE, Suite 1000 Washington, DC 20002	
Telephone Number	(b) (6)	
Fax Number		
Email Address	Corey.Kliever@tsp.gov	william.sullivan@gsa.gov
Signature & Date (Optional)		
Name	Donald Ferracci	Matthew Spencer
Title	Web Design Specialist	
Office Address	77 K St, NE, Suite 1000 Washington, DC 20002	
Telephone Number	(b) (6)	
Fax Number		
Email Address	Donald.Ferracci@tsp.gov	mathew.spencer@gsa.gov
Signature & Date (Optional)		
Name	Kathleen Dillard	
Title	Purchasing Agent	
Office Address	77 K St, NE, Suite 1000 Washington, DC 20002	
Telephone Number	(b) (6)	
Fax Number		
Email Address	Kathleen.Dillard@tsp.gov	
Signature & Date (Optional)		

IAA#: TIB-2017-I-028

Order#:

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Review**

Form 7600B, Attachment D

In accordance with the Federal Information Technology Acquisition Reform Act (FITARA), CIOs shall have a significant role in the decision processes for all annual and multi-year planning, programming, budgeting, and executing decisions, and the management, governance, and oversight processes related to information technology.

GSA may not enter into a contract or other agreement to acquire information technology (IT) or IT services for internal purposes, unless the contract or other agreement has been reviewed and approved by the Chief Information Officer of GSA or, in the case of a non-major IT investment, as defined by OMB, an individual delegated by the CIO who reports directly to the CIO. In addition, TTS Policy for GSA Information FITARA Review requires GSA-CIO review and approval for all internal TTS contracts or agreements, as well as review and approval for external TTS contracts or agreements that leverage GSA IT platforms, security or infrastructure. The purpose of this attachment is to signify that the GSA-CIO has reviewed and approved this agreement between **Federal Retirement Thrift Investment Board** and TTS for work to be done on **TSP Web Design Standards**.

e-Signed by David Shive
on 2017-09-29

David Shive, Chief Information Officer
General Services Administration

Date

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number FSA-14-028 - 0000 - 000
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name	U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F
	Address	1800 F Street, N.W. Washington, D.C. 20405
2. Servicing Agency Agreement Tracking Number (Optional) <u>18F-14-TRE-02</u>		
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date <u>Sign Date</u> End Date <u>07-17-2019</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input checked="" type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input checked="" type="checkbox"/> State the other renewal period: <u>Subject to availability of funds, NTE 5yrs</u> No <input type="checkbox"/>		
7. Agreement Type (Check One) <input type="checkbox"/> Single Order IAA <input checked="" type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related Order.		

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number FSA-14 028 - 0000 - 000
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount)
(Optional for Assisted Acquisitions)

Direct Cost \$418,448.00
Overhead Fees & Charges
Total Estimated Amount \$418,448.00

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

The U.S. General Services Administration has created 18F, a digital services delivery team staffed by GSA employees to support Digital Government Initiatives across the federal government. The requesting agency requires 18F support for technical development activities. The scope of the work includes collaborating with the Fiscal Service and the myRA Financial Agent. GSA will develop and deliver working web landing pages for the employee, employer, and employee "coming soon" portions of the myRA website. The user experience will be designed and continually optimized to maximize employer adoption of the program, maximize the employee "click through" to the account creation process, and maximize site visitor interaction with the "coming soon" page so that site visitors will input their contact information (e.g., name, email address, phone number, company name) for follow-up by program personnel.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Amendments must be bilaterally executed in writing and signed by authorized representatives of both agencies. No oral or unilateral amendments shall be binding or effective. Only terminations in accord with these terms may be done unilaterally. Either agency may terminate this Agreement with 30 days written notice sent to the authorized POC at each agency.

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number FSA-14-028 - 0000 - 000
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume 1, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

N/A

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

N/A

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Attachment A

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number FSA-14-028 - 0000 - 000
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Attachment A

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)
Analysis of Alternatives

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the instructions for Blocks 37 and 38.

23. Requesting Agency	Servicing Agency
Name	
Dara Seaman	Kathy Conrad
Title	
Assistant Commissioner, TSS	Associate Administrator, OCSIT (Acting)
Telephone Number(s)	
(b) (6)	
Fax Number	
Email Address	
Dara.Seaman@fiscal.treasury.gov	(b) (6)
SIGNATURE	
(b) (6)	
Approval Date	
July 18, 2014	7/18/14

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number FSA-14-028 - 000 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) 18F-14-TRE-02

PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	Bureau of the Fiscal Service / Treasury Securities Services (TSS)	U.S. General Services Administration / OCSIT / 18F
Responsible Organization/Office Address	200 3rd Street Parkersburg, WV 26101	1800 F Street, N.W. Washington, D.C. 20405

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☒ **New**

☐ **Modification (Mod)** – List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$
Cumulative Funding Changes From Prior Mods (addition (+) or reduction (-))	\$	\$	\$	\$	\$ 0
Funding Change for This Mod	\$	\$	\$	\$	\$ 0
TOTAL Modified Obligation	\$	\$ 0	\$ 0	\$ 0	\$
Total Advance Amount (-)	\$	\$	\$	\$	\$ 0
Net Modified Amount Due	\$	\$ 0	\$ 0	\$ 0	\$

27. Performance Period Start Date Sign Date End Date 07-17-2019
 For a performance period mod, insert the start and end dates that reflect the new performance period. MM-DD-YYYY MM-DD-YYYY

IAA Order

IAA Number FSA-14-028

GT&C #

- 000

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional) 18F-14-TRE-02

28. Order Line/Funding Information										Line Number _____							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		20-12-0001								47-00-0016							
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
TAS Required by 10/1/2014																	
OR Current TAS format		20-14-0560								47X45341							
BETC		DISB								COLL							
Object Class Code (Optional)		253001															
BPN		078859289								001954700							
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)		Fund: FSA0560DB1414XX Internal Org: FSA4420000000 CAM1: FSA0600000000								285X.A0010100.AF10.11.003							
Requesting Agency Funding Expiration Date 09-30-2014 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-30-2019 MM-DD-YYYY							
myRA - Web Landing Page Development																	
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See Attachment A																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
1		203,294.00		\$ 203,294.00				Total Obligated Cost		\$ 0							
Overhead Fees & Charges				\$ 0.00				Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 203,294.00				Net Total Cost		\$ 0							
Advance Line Amount (-)				\$ 0.00				Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$ 203,294.00													
Type of Service Requirements																	
<input type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number FSA-14-028 - 000 Servicing Agency's Agreement
 GT&C # Order # Tracking Number (Optional) 18F-14-TRE-02

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C)

Total Advance Amount for the Order \$ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line - Provide amount to be accrued \$ and Number of Months
- ☐ Accrual Per Work Completed - Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 418,448.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Attachment A: Statement of Work

Attachment B: Funding Clauses/Instructions answering Question 35 of this form

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other - Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

Payment shall be made within 30-days of receipt of invoice.

- ☐ 7 days ☒ Other Payment Terms (include explanation):

IAA Order

IAA Number FSA-14-028 - 000
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) 18F-14-TRE-02

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Please see Attachment B: 7600 B Question 35

36. Delivery/Shipping Information for Products (Optional)

Agency Name	Bureau of the Fiscal Service
Point of Contact (POC) Name & Title	Kristina Yeh, Program Analyst
POC Email Address	Kristina.Yeh@fiscal.treasury.gov
Delivery Address /Room Number	
POC Telephone Number	(b) (6)
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION**37. PROGRAM OFFICIALS**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Dara Seaman	Kathy Conrad
Title	Assistant Commissioner, TSS	Associate Administrator, OCSIT (Acting)
Telephone Number	(b) (6)	
Fax Number		
Email Address	Dara.Seaman@fiscal.treasury.gov	(b) (6)
SIGNATURE	(b) (6)	(b) (6)
Date Signed	7/18/14	7/18/14

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Paula Gainer	Robin Short
Title	Director, Division of Financial Management	Deputy Controller, Federal Acquisition Service
Telephone Number	(b) (6)	
Fax Number		
Email Address	Paula.Gainer@fiscal.treasury.gov	(b) (6)
SIGNATURE	(b) (6)	(b) (6)
Date Signed	7/18/14	7/18/14

IAA Order

IAA Number FSA-14-028

- 000

Servicing Agency's Agreement

GT&C #

Order #

Amendment/Mod #

Tracking Number (Optional) 18F-14-TRE-02

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name		Robin Short
Title		Deputy Controller, Federal Acquisition Service
Office Address		
Telephone Number		(703) 605-5426
Fax Number		
Email Address		robin.short@gsa.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Jason Isaacs	Greg Godbout
Title	Director, Division of Procurement	Deputy Associate Commissioner, 18F
Office Address	200 3rd Street, Avery 5-F Parkersburg, WV 26101	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	Jason Isaacs@fiscal.treasury.gov	gregory.godbout@gsa.gov
Signature & Date (Optional)	Jason B. Isaacs	
Name	David Copenhagen	
Title	Office of the Chief Counsel	
Office Address	200 3rd Street, Room 305 Parkersburg, WV 26101	
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	y.gov
Signature & Date (Optional)		14
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

**The General Services Administration (GSA)
Office of Citizen Services / 18F
And
Bureau of the Fiscal Service
7600A, Item 20, Attachment A – Additional Clauses**

1. General

The 7600A and these Terms and Conditions together constitute a Payable Inter-Agency Agreement (IAA) between the requesting agency, Bureau of the Fiscal Service, and the servicing agency, US General Services Administration (GSA). This agreement shall begin on date of last signatures of the parties, and shall remain in effect through July 17, 2019, unless terminated in accordance with Cancellation/Termination provision in block 16 of the 7600A.

2. Funding and Reimbursement

The servicing agency is limited to recovery of actual costs only. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC. If additional funds are due the servicing agency, those will be provided via IPAC.

Further, no funds provided through this agreement may be used by the servicing agency to award a contract for the exclusive use and benefit of the requesting agency.

3. Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

4. Program Office Responsibilities

The servicing agency POC will notify the requesting agency POC if it appear that performance will exceed the total estimated costs identified in block 9 of the 7600A. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved.

IAA Number: FSA-14-028

GSA Tracking Number: 18F-14-TRE-02

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
 _____ GT&C # _____ Order # Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY

1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	U.S. Department of the Treasury, Bureau of the Fiscal Service	U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F
Address	401 14th Street NW, Washington DC, 20227	1800 F Street, N.W. Washington, D.C. 20405

2. Servicing Agency Agreement Tracking Number (Optional) _____

3. Assisted Acquisition Agreement Yes ☐ No ☒

4. GT&C Action (Check action being taken)

☒ New

☐ Amendment – Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 10-01-2015 End Date 09-30-2016 of IAA or effective cancellation date
 MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☐ State the other renewal period: _____

No ☒

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost _____ 947480

Overhead Fees & Charges _____

Total Estimated Amount _____ 947480

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Authority varies by 7600B. For Order # 0001 - Economy Act. For Orders #0002 and #0003 - 40 USC 501 and 40 USC 321

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Authority varies by 7600B. For Order # 0001 - Economy Act.
For Orders #0002 and #0003 - 40 USC 501 and 40 USC 321

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

The U.S. General Services Administration has created 18F, a digital services delivery team staffed by GSA employees to support Digital Government Initiatives across the federal government. The requesting agency requires 18F support for technical development activities.

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Amendments must be bilaterally executed in writing and signed by authorized representatives of both agencies. No oral or unilateral amendments shall be binding or effective. Only terminations in accord with these terms may be done unilaterally.

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # _____ Amendment/Mod # _____

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # _____ Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Elizabeth Angerman <i>For: Jon Rolles</i>	Phaedra Chrousos
Title	Director, Off. of Financial Innovation & Transform	Associate Administrator, 18F/OCSIT
Telephone Number(s)		
Fax Number		
Email Address	(b) (6) _____@ry.gov	(b) (6) _____ph
SIGNATURE	(b) (6)	(b) (6)
Approval Date	10/6/15	10-8-15

IAA# :

**General Services Administration, 18F
and
the Department of the Treasury**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual and fixed costs only. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

IAA# :

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

<https://github.com/18F/open-source-policy/blob/master/policy.md>

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication. 18F agrees not to release any procurement sensitive information related to this interagency agreement.

8.0 Requesting Agency Point(s) of Contact**8.1 Invoice Matters and Payment Matters****8.2 Administrative Matters****8.3 Project Matters****9.0 Servicing Agency Point(s) of Contact****9.1 Invoice Matters and Payment Matters**

Kathryn Connolly
Team Operations
General Services Administration
18F
18F-Finance-CS@gsa.gov

9.2 Administrative Matters

Joshua Bailes
Acquisitions/Agreements Lead
General Services Administration
18F
joshua.bailes@gsa.gov

9.3 Project Matters

IAA# :

**Department of the Treasury
DETERMINATION AND FINDINGS for IAA #0001**

Based on the following determination and findings, in accordance with the authority of the Economy Act (31 U.S.C. 1535), as implemented in subpart 17.5 of the Federal Acquisition Regulation (FAR), the requesting agency, Treasury, intends to enter into an interagency agreement with the servicing agency, GSA.

FINDINGS

- A. The requesting agency has a need for the servicing agency to provide software development, design and related services. The total cost of the agreement is estimated to be **\$947,480**.
- B. The software design and development cannot be obtained as conveniently or economically by contracting directly with a private source.
- C. Nothing in this requirement conflicts with the authority of the servicing agency.
- D. The servicing agency has capabilities and expertise to enter into a contract for such services, which are not available within the requesting agency.

DETERMINATION

Based on the above findings, I hereby determine that the ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise and that the order is in the best interest of the United States Government.

Michael Waybright Contracting Officer

Print Name

(b) (6)

10/08/2015

Signature

Date

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number _____ - 0003 - _____ Servicing Agency's Agreement
 GT&C # _____ Order # _____ Amendment/Mod # _____ Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	U.S. Department of the Treasury, Bureau of the Fiscal Service	U.S. General Services Administration / OCSIT / 18F
Responsible Organization/Office Address	401 14th Street NW, Washington DC, 20227	1800 F Street, N.W. Washington, D.C. 20405

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☒ **New**

☐ **Modification** (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line** (Block 26) if the mod involves adding, deleting or changing **Funding for an Order Line**.

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$ 0.00
Funding Change for This Mod	\$	\$	\$	\$	\$ 0.00
TOTAL Modified Obligation	\$ 0.00	\$ 0.00	\$0.00	\$ 0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$ 0.00
Net Modified Amount Due	\$ 0.00	\$0.00	\$0.00	\$ 0.00	\$0.00

27. Performance Period Start Date 10-01-2015 End Date 09-30-2016
 For a performance period mod, insert the start and end dates that reflect the new performance period.
 MM-DD-YYYY MM-DD-YYYY

IAA Order

IAA Number _____ - 0003 - _____ Servicing Agency's Agreement
 GT&C # _____ Order # _____ Amendment/Mod # _____ Tracking Number (Optional) _____

28. Order Line/Funding Information										Line Number _____							
				Requesting Agency Funding Information						Servicing Agency Funding Information							
ALC		20-12-0001								47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB	
			020	2016	2016		0520	000									
OR Current TAS format									47X45341								
BETC			DISB						COLL								
Object Class Code (Optional)																	
BPN			078859289						964253686								
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)			Fund: FSA0520DB1616XX Internal Org: FSA5000000100 CAM 1: FSA071000000						2016-A-00-285F-DS11-Q00XF000-AF151-18F Billable								
Requesting Agency Funding Expiration Date 09-30-2016 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09-30-2021 MM-DD-YYYY								
Data Act Consulting v2.0																	
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
See Form 7600B, Attachment A Statement of Work																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
1		\$57,200.00		\$ 57,200.00				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges				\$				Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 57,200.00				Net Total Cost		\$ 0.00							
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$ 57,200.00													
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number _____ - 0003 - _____ Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 57,200.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 days to allow time for invoicing and payment

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number _____ - 0003 - _____
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Elizabeth Angerman <i>for Jim Rella</i>	Phaedra Chrousos
Title	Director, Office of Financial Innovation and	Associate Administrator, 18F/OCSIT
Telephone Number		
Fax Number		
Email Address	eli (b) (6) scal.treasury.gov	(b) (6) v
SIGNATURE		
Date Signed	10/6/2015	10-8-15

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Alyssa Ried	Robin Short
Title	Interim Comptroller	Deputy Controller, Federal Acquisition Service
Telephone Number		(703) 605-5426
Fax Number		
Email Address	Alyssa.Riedl@fiscal.treasury.gov	robin.short@gsa.gov
SIGNATURE		
Date Signed	Alyssa W. Riedl	

IAA Order

IAA Number _____ - 0003 - _____
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) _____

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Renata Maziarz	Kathryn Connolly
Title	Policy Analyst	Innovation Specialist
Office Address	401 14th Street NW Washington, DC 20227	1800 F Street, NW Washington, D.C. 20006
Telephone Number		
Fax Number		
Email Address	renata.maziarz@fiscal.treasury.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)	(b) (6) [Redacted Signature]	

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Michael Waybright	Rebecca Sweger
Title	Contract Specialist	18F Innovation Specialist
Office Address	320 Avery Street - A5F Parkersburg, WV 26106	
Telephone Number	(b) (6) [Redacted]	
Fax Number		
Email Address	Michael.Waybright@fiscal.treasury.gov	rebecca.sweger@gsa.gov
Signature & Date (Optional)		
Name	Brian Metz	Joshua Bailes
Title	Acting Deputy Chief Counsel	18F Agreements Lead
Office Address	200 Third Street - Room 305 Parkersburg, WV 26106	
Telephone Number	(b) (6) [Redacted]	
Fax Number		
Email Address	Brian.Metz@fiscal.treasury.gov	joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Deputy
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		

**The General Services Administration (GSA)
Office of Citizen Services, Innovative Technologies, and 18F
and
Department of the Treasury - Bureau of the Fiscal Service**

STATEMENT OF WORK (FY 2016)

1.0. BACKGROUND

The General Services Administration (the Servicing Agency), through its Office of Citizen Services and Innovative Technologies / 18F, offers a variety of services focused on transforming the way government builds and buys digital/tech services, with an emphasis on public-facing interactions. One of the lines of business through which 18F delivers its services is the Consulting Division, which provides hands-on assistance to Federal agencies who want to institutionalize modern approaches (e.g., agile, lean, open source) to managing and delivering digital/tech services.

The Requesting Agency, for the purposes of this Statement of Work (SOW), is the U.S. Department of Treasury (Treasury). Treasury is engaging GSA to support ongoing efforts to implement the Digital Accountability and Transparency Act (DATA Act).

The DATA Act became law when President Obama signed it on May 9th, 2014. It expands the statutory requirements for standardized reporting and disclosure of federal spending data. The law also requires the creation of a new public website as the home of this data (USASpending.gov, or a successor site).

DATA Act implementation requires at least two major and parallel efforts: the creation and implementation of financial data standards, and a re-launch of USASpending.gov, or a successor site, that conforms to the new requirements set forth by the Act. The Act requires that Treasury and the Office of Management and Budget (OMB) jointly issue guidance on the new standards. By May 9th, 2017, Federal agencies must report additional financial information in accordance with the aforementioned standards. To assist agencies in meeting their deadline, Treasury must have an operating platform that can accept and display agencies' financial data soon after the guidance on standards is issued.

Toward this end, Treasury is currently overseeing several different inter-governmental workstreams that are working to finalize the financial data standard and define agency data submission guidance. Treasury has also conducted stakeholder outreach to disseminate DATA Act implementation guidance and receive feedback about the implementation process.

Other goals for the project that are not tied to statutory requirements include the following:

- Treasury can execute a high-level communication strategy that showcases its approach to DATA Act implementation.
- Treasury can openly communicate with the public regarding the progress of the data standards and technical implementation.
- Agencies are able to use the resulting standardized data in a way that is useful to them and part of their daily workflow.
- Agencies feel confident regarding their own implementation and can potentially use or repurpose some of Treasury's data products for their own implementation.

This engagement contains three task orders. Task Order #0001 uses Economy Act authority and recovers cost on an actual cost basis because it is non-acquisition related consulting. Task Order #0002 uses GSA's general authority to enter agreements and the Acquisitions Services Fund to recover cost on a fee basis for agile acquisitions consulting. Task Order #0003 uses GSA's general authority to enter agreements and the Acquisitions Services Fund to recover cost on a fee basis for infrastructure as a service.

2.0. SCOPE OF OBJECTIVES

To help achieve its objectives, Treasury is primarily engaging 18F to assist with stakeholder engagement and execution of the DATA Act implementation strategy. Treasury's stakeholder engagement goals include:

- Developing and executing a communications strategy around DATA Act implementation.
- Continuing to solicit stakeholder feedback from both federal and non-federal stakeholders on the DATA Act Schema and associated validation rules, the Beta site, and other implementation deliverables.

- Keeping the broader government community and the public aware of the progress on the standard by openly communicating via GitHub, blogs, screencasts, etc.
- Fostering two-way collaboration with internal and external stakeholders on DATA Act implementation.
- Assisting federal agencies as they work to comply with the DATA Act.

2.1 Infrastructure-as-a-Service

The Department of the Treasury requires infrastructure support services to carry out the DATA Act Implementation. This support will allow 18F to host existing artifacts and to iteratively build new artifacts required under Task Order #0001 in the cloud, and to effectively transition the deliverables to Treasury.

SERVICING AGENCY’S DIRECT SUPPORT TO REQUESTING AGENCY.

The Servicing Agency shall directly provide the Requesting Agency with professional services in support of the infrastructure needs of the Requesting Agency’s project or program. Such professional services may include, but are not limited to:

- (1) Provisioning of accounts, including collection of Requesting Agency user information;
- (2) Live in-person training and skill verification, whether on-site or virtual, for Requesting Agency personnel identified by the Requesting Agency;
- (3) Distribution of credentials to Requesting Agency users, including the setup of any necessary two-factor identification systems;
- (4) Ongoing consultation regarding technical architecture, strategy and planning, systems evaluation, and cybersecurity; and
- (5) Collection, analysis, and synthesis of Requesting Agency usage data for all services provided by a GSA contractor, whether non-labor or professional, to ensure accurate billing.

All professional services support provided directly by Servicing Agency employees shall be provided under agile principles. For purposes of this SOW, the term “agile principles” means the Requesting Agency and the Servicing Agency will work in short, regular

intervals (commonly referred to as “sprints”), each typically two weeks long. The Servicing Agency will deliver work product at the end of each sprint. The Servicing Agency and the Requesting Agency shall use the results of these sprints to collaboratively determine the goals of subsequent work intervals (“sprints”).

NON-LABOR SERVICES

The Servicing Agency shall provide the Requesting Agency with required non-labor services by contract. For purposes of this SOW, the term “contracted non-labor services” refers to all such services listed in the Aquilent BPA established and administered by GSA, available here: [Authorized Federal Acquisition Service Information Technology Schedule Pricelist](#).

3.0 TIMEFRAME FOR ACHIEVING THE OBJECTIVES

Objective	Timeframe
Kickoff Meeting	< 10 business days after agreement execution
Collaboration Space Update	< 4 months after agreement execution
DATA Act Agency Workshops	< 3 months after agreement execution
Developer Resources - Phase 1	< 6 months after agreement execution
Developer Resources - Phase 2	< 12 months after agreement execution
Pilot Transition to Contractor	< 3 months after agreement execution
Stakeholder Engagement	Ongoing
Technical and User-Centered Design Advice	Ongoing
Infrastructure as a Service	Ongoing from launch date decided between the two parties.

4.0. PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, risks and issues. GSA will also provide a status of financial accounting (agreement total, current period billing, total billing to-date, remaining funding) on a monthly basis.

5.0. REIMBURSEMENT

Reimbursement for the above listed categories is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs, charged at current hourly rates based on employee grade and (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement.

IAA# :

**General Services Administration, 18F
and
the Department of the Treasury**

**7600B, ATTACHMENT B
Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual and fixed costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IaaS ASF Reimbursement Justification

Infrastructure as a Service (IaaS) is a form of cloud computing that provides virtualized computing resources over the Internet. In a typical IaaS model, a third-party provider hosts hardware, software, servers, storage and other infrastructure components on behalf of its users. IaaS is beneficial because it can reduce infrastructure costs, provide virtually limitless scalability and agility, and accelerate time to market. Migrating to cloud-based computing and hosting allows federal agencies increased operational flexibility while maintaining high security standards. However, one roadblock to adopting these methods is the provisioning of cloud-based products and the technical skill to manage those items.

18F seeks to overcome that roadblock through its IaaS product line, which offers federal agencies a suite of cloud computing services that includes infrastructure hosting, data analytics, professional support, collaboration tools, and other digital services in support of federal government IT projects. An added benefit of the 18F IaaS product line is that federal agency customers will transition to FAS contracting vehicles once the 18F IaaS product line establishes cloud based computing at an agency.

The decision on which reimbursement option to choose for a specific project should be made in advance of the project and documented in a MOU or IAA. The MOA dated June 2, 2015, contains the terms and the conditions upon which FAS has determined the ASF will be used by 18F and the requirement for full cost recovery for services being provided by 18F along with the reimbursement mechanics. The provisions of the MOA also lay out the expectations and requirements for 18F when utilizing the ASF authorities. We have determined that offering the IaaS product line to other agencies and recovering our costs under the ASF authority is within the scope of the MOA and complies with 40 USC 303 and 40 USC 321.

18F's decision to recover costs under the ASF authorities for IaaS complies with the MOA and applicable legal authorities in the following ways:

1. The 18F/OCSIT and FAS MOA states that ASF funding will be used "to accelerate the acquisition and development of information technology across the government." It also mentions that "GSA has made an investment in 18F to develop acquisition solutions or services that can be sold or resold to customers/agencies by GSA through FAS." IaaS accelerates the acquisition of information technology by lowering customers' barriers to industry-standard web development and deployment tools (i.e. CloudFoundry and AWS). Additionally, the provisioning of AWS and other cloud-based services, creates customers for current and new acquisition solutions provided by FAS, including the selling of AWS and other cloud-based services through IT Schedule 70.
2. The Infrastructure as a Services line of business is a combination of 18F digital software development and underlying vendor procured technology. As with the FAS Office of Integrated Technology Services that provides customer agencies with information technology products and services, 18F is able to provide these same services in-house to GSA and FAS customers.
3. These customers, once fully onboarded and supported, will be directed to FAS. Currently, the 18F IaaS product line onboards federal agencies into cloud-based computing, and generates customers for FAS through the cloud-based solutions offered by FAS. 18F is actively working with FAS to create additional marketplaces in FAS for AWS.

For the above reasons, 18F will use ASF authority to recover current and future costs of the IaaS product line from other federal agencies.

IAA#:

Order#: 0001

U.S. Department of Veterans Affairs, Veterans Experience Office

**7600B, ATTACHMENT C
Economy Act (31 U.S.C. 1535) Determinations**

In accordance with the Economy Act 31 U.S.C. 1535, the requesting agency intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

- A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be **\$150,000**.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government

Print Name

S. Denise Kitts

Signature

(b) (6)

A large black rectangular redaction box covers the signature area.

Date

3.6.17

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number _____ - 0001 - _____
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) TTSVA170001

PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	U.S. Department of Veterans Affairs, Veterans Experience Office	U.S. General Services Administration, Technology Transformation Service, 18F
Responsible Organization/Office Address	1800 G Street NW Washington, D.C. 20006	1800 F Street, N.W. Washington, D.C. 20405

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☒ New

☐ **Modification (Mod)** – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26)** if the mod involves adding, deleting or changing **Funding for an Order Line**.

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$ 0.00
Funding Change for This Mod	\$	\$	\$	\$	\$ 0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

27. Performance Period

Start Date 03/08/2017 - PAN End Date 09-30-2017
 MM-DD-YYYY MM-DD-YYYY

For a performance period mod, insert the start and end dates that reflect the new performance period.

IAA Order

IAA Number _____ - 0001 - _____
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) TTSVA170001

28. Order Line/Funding Information														Line Number _____							
				Requesting Agency Funding Information						Servicing Agency Funding Information											
ALC		36000102												47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB					
			036			X	0142														
OR Current TAS format			36X0142						47X45341												
BETC			DISB						COLL												
Object Class Code (Optional)																					
BPN			133502141						08-044-1469												
BPN + 4 (Optional)																					
Additional Accounting Classification/Information (Optional)			VEOE00360						2017-F-00-285F-DS11-Q00XF000-AF151-18F Billable												
Requesting Agency Funding Expiration Date 09-30-2017 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09-30-2022 MM-DD-YYYY												
VA IRIS Foundation Engagement																					
Project Number & Title																					
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																					
See Form 7600B, Attachment A Statement of Work																					
North American Industry Classification System (NAICS) Number (Optional) _____																					
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:												
Unit of Measure								Contract Cost		\$											
Quantity		Unit Price		Total				Servicing Fees		\$											
1		\$150,000.00		\$ 150,000.00				Total Obligated Cost		\$ 0.00											
Overhead Fees & Charges		\$						Advance for Line (-)		\$											
Total Line Amount Obligated		\$ 150,000.00						Net Total Cost		\$ 0.00											
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation													
Net Line Amount Due		\$ 150,000.00																			
Type of Service Requirements																					
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																					

IAA Order

IAA Number _____ - 0001 - _____
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) TTSVA170001

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 150,000.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600B, Attachment C: Economy Act Determination

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number _____ - 0001 - _____
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) TTSVA170001

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Denise Kitts	Rob Cook
Title	Executive Director, Enterprise Veterans G	Commissioner, TTS
Telephone Number		
Fax Number		
Email Address	denise.kitts@gsa.gov	rob.cook@gsa.gov
SIGNATURE	(b) (6)	E-SIGNED by Vladlen David Zvenyach
Date Signed	03/08/17	on 2017-03-08 15:47:04 UTC

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Barbara Morton	Paula Netro
Title	Chief Veterans Experience Officer (Acting)	OCFO Financial Management Analyst
Telephone Number		
Fax Number		
Email Address	(b) (6)	paula.netro@gsa.gov
SIGNATURE	(b) (6)	Paula Netro
Date Signed	(b) (6)	03/08/2017

IAA Order

IAA Number _____ - 0001 - _____
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) TTSVA170001

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Tucker Patterson	Jackie Xu
Title	Budget Chief	Innovation Specialist
Office Address	1800 G St NW, Suite 880 Washington, D.C. 20006	1800 F Street, NW Washington, D.C. 20006
Telephone Number		
Fax Number		
Email Address	tucker.patterson@va.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)		
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	Trisha Dang	Olesya Minina
Title		18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address	Trisha.Dang@va.gov	olesya.minina@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

**U.S. General Services Administration, Technology Transformation Service, 18F
and
U.S. Department of Veterans Affairs, Veterans Experience Office**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

IAA#: TTSVA170001

Order#: 0001

STATEMENT OF WORK FOR TTS SERVICES TO BE PROVIDED TO THE DEPARTMENT OF VETERAN AFFAIRS

1.0. BACKGROUND

The Office of 18F (18F) within General Services Administration's (GSA) Technology Transformation Service (TTS), is a team of designers, engineers, product managers, and strategists. 18F is a civic consultancy for the government, inside the government, enabling agencies to rapidly deploy tools and services that are consistent with human-centered design, agile development, and related modern techniques.

The Department of Veteran Affairs (VA) currently relies on the Inquiry Routing and Information System (IRIS) to provide knowledge management and serve as a portal for veterans' questions. IRIS is one of the primary ways for veterans to communicate with the VA regarding health services and benefits and is also a routing system for questions, issues, congressional inquiries, and FOIA requests within the VA. IRIS currently receives over 9 million views annually and is connected to many other VA systems and business processes. Because IRIS is so expansive and has been modified continuously since its creation, it is perceived by users to be outdated and difficult to use, resulting in an extensive wait time for users of the system to obtain responses on their requests for information. The VA wants to take inventory of the entire landscape of IRIS, inclusive of what other systems it interacts with, and build a roadmap for how to update or replace IRIS while maintaining an awareness of these other systems. One system of particular interest is the interaction between IRIS and the Patient Advocate Tracking System (PATs) which will be phased out and replaced by Medallia over the next three fiscal years. The VA also wants to understand the options for how to best modernize IRIS to best meet the many different types user needs.

18F will engage with the VA for six weeks to conduct research in order to develop a better understanding of the functionality, business processes, and disparate systems that IRIS interacts with, who the key stakeholders of IRIS are, and review past documentation. At the end of this engagement, 18F will have provided product direction, research findings, an extensive exploration of the IRIS system and its landscape, and collaborate with the VA to develop a business case for the best next steps to modernize IRIS.

Over the course of six weeks, the 18F team will conduct a broad assessment of processes and people that depend on IRIS, as well as integrations with IRIS. 18F will conduct a variety of research including stakeholder, technical, functional, organization and user research. Collaborating closely with the VA team, they will identify business processes which rely on the current system and current user needs. Based on this information, the 18F team will deliver an innovation strategy to update or replace IRIS to alleviate the most pain and achieve the greatest impact quickly. At the end of the engagement, VA will have the information in hand to

confidently make business decisions for the IRIS replacement project (build, buy, adopt, etc.) and move forward on design and development strategy.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will work collaboratively with the The Department of Veteran Affairs to conduct research, synthesize collected data, and make findings and recommendations for the Requesting Agency to achieve a roadmap and strategy for how to most effectively replace the IRIS system. This work will be divided into a Foundation Phase and a Findings and Recommendations Phase.

2.1. Foundation Phase

During this phase, 18F will provide the Requesting Agency with the following:

1. Conduct interviews and collaborative work sessions with key stakeholders and users, and review existing materials related to the engagement that may include research, manuals, reports, data, source code as provided by Requesting Agency.
2. Facilitate a co-working session with the key stakeholders to scope and refine the problem statement or product vision, establish an investigation plan, and identify the sources of information related to the topic. These sources may include people, systems, documentation, source code, or other entities.
3. Intensively investigate the topic using qualitative and quantitative techniques including:
 - a. Interviews: Facilitated person to person discussions to gather qualitative data
 - b. Observation: Witnessing a person or system at work first hand
 - c. Analytics analysis: Form insights based on a system or website's usage data
 - d. Data analysis: Form insights based on qualitative and quantitative data
 - e. Secondary research: Gather and analyze previously performed research
 - f. Reviewing current state: Examine systems, software, source code, processes, policies, rules, and methods
4. If appropriate and time & budget permitting, create prototypes, wireframes, data, or other documents to be tested with the defined user groups, and to collect their input and feedback around the desirability of the concept and general usability of the system.
5. Perform synthesis to organize and find patterns in the data gathered in the investigation.
6. Interpret the data and create recommendations concerning the topic and the goals of the organization.

2.2. Findings and Recommendations Phase

During this phase, 18F will provide the Requesting Agency with the following:

- Problem definition/product vision: The explicit objectives to achieve the organization's goal(s), based upon an investigation.
- Strategy, Recommendations & Concept: A stated approach to achieve an outcome based on the organization's unique position, including but not limited to its mission, context, resources, and risks.
- When appropriate, prototypes, wireframes, data, or other documents generated by 18F.

3.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis, not to exceed \$150,000.00. Actual cost means all GSA's costs including (1) labor costs, charged at current rates (2) non-labor costs, including any infrastructure, hosting, contracted services, travel, and related expenses under this agreement.

4.0. TIMELINE

Deliverable	Duration
Materials Review	After the agreement is signed, the parties will select a mutually agreeable start date.
Kickoff Work Session	An on-site workshop with core team and stakeholders to identify core activities and make participant introductions
Participant recruiting and scheduling	Begins during kickoff
Investigation activities	2 weeks
Synthesis of findings and on-site presentation to client	2 weeks
Interpretation and recommendations	2 weeks

5.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

7.0 REQUESTING AGENCY REQUIREMENTS

To ensure best execution of work, Requesting Agency will provide access to the following upon request by the servicing agency:

- Documentation as appropriate (IT budget, procurement, strategic plans, software source code)
- Access to Requesting Agency contracting and/or legal staff
- Facilities and equipment (including necessary credentials)
- Key contractors and vendors, with the following actions to provide for appropriate lines of responsibility between Requesting Agency, 18F, and Requesting Agency contractors and vendors:

- (1) The Requesting Agency POC and 18F will coordinate in writing, in advance, on the identities of any Requesting Agency contractors or vendors whom Requesting Agency directs 18F to interact with to perform the work for Requesting Agency that is set out in this agreement.
- (2) Requesting Agency will advise its contractors or vendors whom it directs to interact with GSA/18F staff of the following, as Requesting Agency determines is appropriate:
 - (a) GSA/18F staff are Federal employees performing work for Requesting Agency;
 - (b) the contractor/vendor should be aware of the identity of their Requesting Agency Contracting Officer. GSA/18F staff have no authority to make decisions related to the contract; only the Requesting Agency Contracting Officer does;
 - (c) GSA/18F staff are in an information gathering stage, and in an advisory role to Requesting Agency, not in a decision-making role.
- (3) For any meetings or other communications which include both 18F staff and Requesting Agency contractors or vendors, Requesting Agency will determine if it is appropriate to send an Requesting Agency representative (such as the Administrative Contracting Officer, Contracting Officer's Representative, or other designee) to participate.
- (4) GSA/18F employees will copy the Requesting Agency POC on email (and other communications, as practicable) which include contractors or vendors, and will coordinate closely with the Requesting Agency POC on all matters involving contractors or vendors.

U.S. General Services Administration, Technology Transformation Service, 18F

and

U.S. Department of Veterans Affairs, Veterans Experience Office

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA Number	F4FBGC	-0000-	000
GT&C #		Order #	Amendment/Mod #

FMS Form 6-10 7600A

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number F4FBGC - 0000 - 000
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost	\$620,672
Overhead Fees & Charges	
Total Estimated Amount	\$620,672

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

The U.S. General Services Administration has created 18F, a digital services delivery team staffed by GSA employees to support Digital Government Initiatives across the federal government. The U.S. Air Force requires 18F support for technical development of various digital services and tools related to procurement, small business research opportunities, and service innovation. The scope of the work includes user research, design, development, hosting, maintenance, and related services.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Amendments must be bilaterally executed in writing and signed by authorized representatives of both agencies. No oral or unilateral amendments shall be binding or effective. Only terminations in accord with these terms may be done unilaterally. Either agency may terminate this Agreement with 30 days written notice sent to the authorized POC at each agency.

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number F4FBGC - 0000 - 000
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Attachment A

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number F4FBGC - 0000 - 000
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Attachment A

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	David Sikora	Kathy Conrad
Title	Air Force SBIR/STTR Program Manager	Associate Administrator, OCSIT (Acting)
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	David.Sikora.2@us.af.mil	(b) (6)
SIGNATURE	(b) (6)	(b) (6)
Approval Date	9/30/14	9/29/14

The General Services Administration (GSA)
Office of Citizen Services / 18F
And
The Department of Defense (DOD)
Air Force Small Business Innovation Research (SBIR) Program
7600A, Item 20, Attachment A – Additional Clauses

1. General

The 7600A and these Terms and Conditions together constitute a Payable Inter-Agency Agreement (IAA) between the requesting agency, Department of Defense (DoD), and the servicing agency, US General Services Administration (GSA). This agreement shall begin on and shall remain in effect through the dates in block 5 of the 7600A, unless terminated in accordance with Cancellation/Termination provision in block 16 of the 7600A.

2. Funding and Reimbursement

The servicing agency is limited to recovery of actual costs only. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC. If additional funds are due the servicing agency, those will be provided via IPAC.

Further, no funds provided through this agreement may be used by the servicing agency to award a contract for the exclusive use and benefit of the requesting agency.

3. Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

4. Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

IAA Number: F4FBGC

GSA Tracking Number: 18F-14-DOD-01

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 9 of the 7600A. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved.

5. Third Party Liability

With respect to third-party liability for acts arising out of the performance of official duty by a government employee of the servicing agency, the servicing agency undertakes responsibilities for the investigation, adjudication, settlement, and payment of any claim asserted against the United States; except that, in all cases, the responsibility for the investigation, adjudication, settlement, and payment of any claim with respect to third party liability arising out of the use, damage, or destruction of loaned personal property shall be the responsibility of the particular agency that has custody and control of the said personal property. In addition, the servicing agency representative shall have the duty of investigating and reporting, in accordance with the servicing agency's regulations and policies, incidents occurring on, or involving that servicing agency's real property, and the requesting agency agrees to cooperate fully in such investigations.

6. Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

7. Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

8. Administrative matters shall be directed to (RMS POC):

FILL IN

9. Technical and Invoice matters shall be directed to (PROGRAM OFFICE POC):

FILL IN

10. Payment matters shall be directed to:

FILL IN

IAA Number: F4FBGC

GSA Tracking Number: 18F-14-DOD-01

11. SERVICING AGENCY POC(s)

US General Services Administration

18F

Greg Godbout, Deputy Associate Administrator, 18F

(b) (6)

gregory.godbout@gsa.gov

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number F4BGC

- 0001 - 0000

Servicing Agency's Agreement

GT&C #

Order # Amendment/Mod #

Tracking Number (Optional) 18F-14-DOD-01

PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	U.S. Air Force SBIR/STTR Program Attn: David Sikora, AFRL/XPPD	U.S. General Services Administration / OCSIT / 18F
Responsible Organization/Office Address	1864 Fourth Street, Bldg 15 Rm 225 Wright-Patterson AFB, OH 45433	1800 F Street, N.W. Washington, D.C. 20405

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☒ **New**

☐ **Modification (Mod)** – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.**

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # <u>1</u>	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$
Funding Change for This Mod	\$	\$	\$	\$	\$
TOTAL Modified Obligation	\$	\$	\$	\$	\$
Total Advance Amount (-)	\$	\$	\$	\$	\$
Net Modified Amount Due	\$	\$	\$	\$	\$

27. Performance Period

Start Date

03-01-2014

End Date

03-30-2015

For a performance period mod, insert the start and end dates that reflect the new performance period.

MM-DD-YYYY

MM-DD-YYYY

IAA Order

IAA Number **F4FBGC** - 0001 - 0000 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) **18F-14-DOD-01**

28. Order Line/Funding Information										Line Number _____							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		503000-3801								47-00-0016							
Component TAS Requested by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		SP	ATA	AID	BPOA	E POA	A	MAIN	SUB
OR Current TAS format		57X3600								47X45341							
BETC		DISB								COLL							
Object Class Code (Optional)																	
BPN		F4FBGC								001954700							
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)		5743600 294 474B 663005 60021C 50640 65502F 503000 F03000 ESP: AZ JON: 99930000 SC: B1M								285X.A0010100.AF10.11.003							
Requesting Agency Funding Expiration Date 09-30-2015 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-30-2019 MM-DD-YYYY							
SBIR-EZ and SB-Hub Tools																	
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See Attachment A - Statement of Objectives																	
North American Industry Classification System (NAICS) Number (Optional)																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$							
Quantity	Unit Price	Total						Servicing Fees		\$							
1	620,672	\$ 620,672						Total Obligated Cost		\$ 0							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ 620,672						Net Total Cost		\$ 0							
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ 620,672															
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number F4FBGC

- 0001 - 0000

Servicing Agency's Agreement

GT&C #

Order # Amendment/Mod #

Tracking Number (Optional) 18F-14-DOD-01

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ 0.00 [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line - Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed - Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 620,672

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒ Other Attachments (Optional)

Attachment A: Statement of Objectives

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other - Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

Payment shall be made within 30 days from receipt of invoice. See official statements on MIPR for IPAC

- ☐ 7 days ☒ Other Payment Terms (include explanation): requirements

IAA Order

IAA Number F4FBGC - 0001 - 0000 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) 18F-14-DOD-01

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Funds must be obligated by the Servicing Agency no later than the Requesting Agency's Funding Expiration Date. Complete billing must be issued within 12 months after Requesting Agency's Funding Expiration Date. Upon IPAC notification (NSF 7-digit IAA/GT&C # above must be referenced on all IPAC documents in the "obligation number" field; otherwise, the IPAC will be returned).

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	David Sikora	Kathy Conrad
Title	Air Force SBIR/STTR Program Manager	Associate Administrator, OCSIT (Acting)
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	Kathy.Conrad@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	9/30/14	9/29/14

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Stephanie Bean	Robin Short
Title	AFRL/FM, Deputy Comptroller	Deputy Controller, Federal Acquisition Service
Telephone Number	(b) (6)	(b) (6)
Fax Number		(b) (6)
Email Address	(b) (6)	
SIGNATURE	(b) (6)	
Date Signed	9/30/14	9/29/14

IAA Order

IAA Number F4FBGC

- 0001 - 0000

Servicing Agency's Agreement

GT&C #

Order # Amendment/Mod #

Tracking Number (Optional) 18F-14-DOD-01

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	DFAS-JAIQ	Robin Short
Title		Deputy Controller, Federal Acquisition Service
Office Address	3990 E. Broad St. Bldg 21 Columbus, OH 43213-1152	
Telephone Number	(b) (6)	
Fax Number		
Email Address		robin.short@gsa.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Susan Smith	Greg Godbout
Title	AF SBIR/STTR Operations Manager	Deputy Associate Administrator, 18F
Office Address	1864 Fourth Street, Bldg 15 Rm 225 Wright-Patterson AFB, OH 45433	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	gregory.godbout@gsa.gov
Signature & Date (Optional)		
Name	Marilyn Jankowski	David Caraway
Title	Financial Specialist	18F Air Force Projects Lead
Office Address	AFRL/FMA, 1864 4th St, Bldg 15, Rm 273B, Wright-Patterson AFB OH	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	(b) (6)
Fax Number		
Email Address		david.caraway@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

The General Services Administration (GSA)
Office of Citizen Services / 18F
And
The Department of Defense (DOD)
Air Force Small Business Innovation Research (SBIR) Program
Attachment A – Statement of Objectives

This Statement of Objectives explains the work to be performed under the IAA.

1.0 Overview of Objectives

The Air Force Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Program Office (“SBIR/STTR Program Office”) requires the services of GSA to support technical development activities based on agency priorities and changing customer preferences. The scope of the work includes developing software tools that increase the effectiveness of and encourage participation in the Air Force’s SBIR/STTR and other Small Business Programs.

2.0 Terms of Work

GSA will work collaboratively with the SBIR/STTR Program Office and appropriate AF Small Business offices, following Agile software development methodology. The parties will work in short, regular intervals (“sprints”), each typically two weeks long. GSA will deliver work product at the end of each sprint. GSA and the SBIR/STTR Program Office will use the results of these sprints to decide together the goals of subsequent sprints.

- a. **Open License:** All digital products will be developed under the Public Domain license by default.
- b. **Open Source Software:** All software developed or used will be open by default.
- c. **Application Programming Interface (API) First Design:** All software will, to the fullest extent possible, provide API based functionality to promote reuse of all or part of the system in other systems and services. APIs will be built using standard REST design and open, nonproprietary content types. APIs will provide web based, up-to-date documentation. APIs will utilize the [API.DATA.GOV](https://api.data.gov) by default.
- d. **Customer Collaboration:** Successful software projects involve customer feedback on a frequent basis. Rather than depending on a contract or statement of work, the SBIR/STTR Program Office will work closely with the 18F development team to guide their efforts. To this end, SBIR/STTR Program Office is expected to maintain an active, designated customer representative throughout the development process. This representative may be a government official or contractor, but they must be able to adequately represent the needs and interests of small business and government workers involved in the SBIR process. *Lack of regular interaction between the customer representative and development team may result in software which does not meet customer expectations.*

IAA Number: F4FBGC

GSA Tracking Number: 18F-14-DOD-01

- e. **Sprints:** Software will be developed using industry standard best practices. Software will be delivered on two week cycles (“sprints”), starting on Wednesday and ending on Tuesday.
- f. **Development Process:** At the beginning of each new sprint, the customer and project lead will meet to determine work to be performed for the sprint. The customer will select and/or provide user stories (short descriptions of work), and the project lead will supply a budget of points and user story estimates. The development team will commit to delivering the selected user stories at the end of the sprint, pulling from a prioritized backlog of stories if they are ahead of schedule. The moving average of the amount of work accomplished during a sprint (velocity) will determine work committed to in subsequent sprints.
- g. **Demonstrations:** Work product will be delivered every two weeks on Tuesday. User research results, interface designs, wireframes, mockups, prototypes, and/or working code will be demonstrated, and customers will be asked to provide feedback. Demonstrations may be in person or over video teleconference software. Demonstrations will typically be held on the final Tuesday of the sprint.
- h. **Scope Additions:** New user stories cannot be inserted in the middle of a sprint, only during sprint planning. Emergency bug fixes may go out during a sprint, but in general, all issues must be prioritized at the beginning of a sprint.
- i. **Testing:** Software will be developed with industry best practices of unit and integration testing. Each user story will be accompanied by a user acceptance test. User acceptance tests will be written by the customer representative, while unit and integration tests will be written by the 18F development team. All tests will be automated and run regularly as part of the build system. Acceptance tests will be used for the life of the software product and software will not be considered working unless all acceptance tests pass. The customer representative must approve removal or change of any acceptance test.
- j. **Issue Tracking / Feedback:** Projects will use publicly accessible issue tracking by default. This allows both government and commercial entities to file issues, hold discussions, post comments and track the progress of the project throughout its lifecycle.
- k. **Workspace:** 18F team members are provided with access to the Air Force Small Business Hub location in the Tec^Edge facility (5000 Springfield St #100, Dayton, OH 45431) in order to conduct demonstrations, product development and to perform user research.

3.0 Status Reporting and Accounting

GSA will provide at least monthly status reports to the SBIR/STTR Program Office, covering activities under the IAA. A financial accounting will be included at least monthly based upon the requested services.

4.0 Deliverables

The initial deliverables are as follows, subject to change as determined jointly by 18F and the SBIR/STTR Program Office:

IAA Number: F4FBGC

GSA Tracking Number: 18F-14-DOD-01

1. The AFRL Small Business Hub website, a central resource for potential small business vendors to discover suppliers, opportunities and to network. GSA will work with the SBIR/STTR Program Office and website contractor to integrate the SB Hub tools into their system. GSA will work with the SBIR/STTR Program Office to define details and further deliverables as work progresses.
2. The SBIR-EZ software platform, a simplified SBIR discovery and application tool. This tool is a simple "Turbo-Tax like" tool for small businesses to use to develop and submit Phase I SBIR/STTR proposals. GSA will work with the SBIR/STTR Program Office and website contractor to transition the SBIR-EZ platform over to their system. Additional capabilities and details will be determined as the project progresses.

The General Services Administration (GSA)
Office of Citizen Services / 18F
And
The Department of Defense (DOD)
Air Force Small Business Innovation Research (SBIR) Program
Attachment B – Full Text for 7600 B Line 35

This agreement is to reimburse for actual costs incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may invoice DOD for such costs, provided each cost is pre-approved by DOD.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number F4FBGC - 0001 - 0001 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) 18F-14-DOD-01

PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	U.S. Air Force SBIR/STTR Program Attn: David Sikora, AFR/XPPD	U.S. General Services Administration / OCSIT / 18F
Responsible Organization/Office Address	1864 Fourth Street, Bldg 15 Rm 225 Wright-Patterson AFB, OH 45433	1800 F Street, N.W. Washington, D.C. 20405

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☐ New

☒ **Modification (Mod)** – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.**
 Block 27: Extend period of performance to end of fiscal year 2015 (9/30/2015).

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$
Funding Change for This Mod	\$	\$	\$	\$	\$
TOTAL Modified Obligation	\$	\$	\$	\$	\$
Total Advance Amount (-)	\$	\$	\$	\$	\$
Net Modified Amount Due	\$	\$	\$	\$	\$

27. Performance Period

Start Date

03-01-2014

End Date

09-30-2015

MM-DD-YYYY

MM-DD-YYYY

For a performance period mod, insert the start and end dates that reflect the new performance period.

IAA Order

IAA Number F4FBGC

GT&C #

- 0001 - 0001

Order # Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional) 18F-14-DOD-01

28. Order Line/Funding Information														Line Number _____				
Requesting Agency Funding Information														Servicing Agency Funding Information				
ALC														47-00-0016				
Component TAS Required by 10-1-2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		
OR Current TAS format									47X45341									
BETC									COLL									
Object Class Code (Optional)																		
BPN									001954700									
BPN + 4 (Optional)																		
Additional Accounting Classification/Information (Optional)									285X.A0010100.AF10.11.003									
Requesting Agency Funding Expiration Date									Requesting Agency Funding Cancellation Date									
MM-DD-YYYY									09-30-2020 MM-DD-YYYY									
Project Number & Title																		
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																		
North American Industry Classification System (NAICS) Number (Optional) _____																		
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:									
Unit of Measure									Contract Cost		\$							
Quantity	Unit Price	Total							Servicing Fees		\$							
		\$							Total Obligated Cost		\$ 0							
Overhead Fees & Charges		\$							Advance for Line (-)		\$							
Total Line Amount Obligated		\$							Net Total Cost		\$ 0							
Advance Line Amount (-)		\$							Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$																
Type of Service Requirements																		
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																		

IAA Order

IAA Number F4FBGC

- 0001 - 0001

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional) 18F-14-DOD-01

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

☐ Straight-line - Provide amount to be accrued \$ _____ and Number of Months _____

☐ Accrual Per Work Completed - Identify the accounting posting period:

☐ Monthly per work completed & invoiced

☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ _____

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Attachment A: Statement of Work

Attachment B: Funding Details

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

☐ Requesting Agency Initiated IPAC

☒ Servicing Agency Initiated IPAC

☐ Credit Card

☐ Other - Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

☐ Monthly

☒ Quarterly

☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

☐ 7 days

☒ Other Payment Terms (include explanation): _____

Payment shall be made within 30 days from receipt of invoice.

IAA Order

IAA Number F4FBGC

GT&C #

- 0001

- 0001

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional) 18F-14-DOD-01

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Please see Attachment B: 7600 B Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	David Sikora	Phaedra Chrousos
Title	Air Force SBIR/STTR Program Manager	Associate Administrator, 18F/OCSIT
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	(b) (6)
SIGNATURE		
Date Signed	2/25/25	05-25-15

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Gary Harris	Robin Short
Title	AFRL/FM, Deputy Comptroller (Acting)	Deputy Controller, Federal Acquisition Service
Telephone Number	(b) (6)	(b) (6)
Fax Number		
Email Address	gary.harris.17@us.af.mil	(b) (6)
SIGNATURE		
Date Signed		3/26/15

IAA Order

IAA Number F4FBGC - 0001 - 0001 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) 18F-14-DOD-01

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	DFAS-JAIQ	Kruti Vora
Title		18F Team Operations
Office Address	3990 E. Broad St. Bldg. 21 Columbus, OH 43213-1152	
Telephone Number		
Fax Number		
Email Address		kruti.vora@gsa.gov
Signature & Date (Optional)		
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	Susan Smith	Patrick Bateman
Title	AF SBIR/STTR Operations Manager	Deputy Director, 18F Team Operations
Office Address	1864 Fourth Street, Bldg 15 Rm 225 Wright-Patterson AFB, OH 45433	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	Susan.Smith.1@us.af.mil	patrick.bateman@gsa.gov
Signature & Date (Optional)		
Name	Marilyn Jankowski	
Title	Financial Specialist	
Office Address	AFRL/FMA, 1864 4th Street, Bldg 15 Rm 273B Wright-Patterson AFB, OH 45433	
Telephone Number	(b) (6)	
Fax Number		
Email Address	marilyn.jankowski@us.af.mil	
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

United States Government
Interagency Agreement (IAA)- Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 171A11132420274 - 0000 -
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY

1.		Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name	U.S . Department of Agriculture, U.S . Forest Service	U.S. General Services Administration, Technology Transformation Service, 18F
	Address	1400 Independence Ave. SW, Washington, DC 20251-1111	1800 F Street, N.W. Washington, D.C. 20405

2. Servicing Agency Agreement Tracking Number (Optional)_____

3. Assisted Acquisition Agreement Yes **D** No [Z]

4. GT&C Action (Check action being taken)

[Z] New

D Amendment - Complete only the GT&C blocks being changed and explain the changes being made.

D Cancellation - Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 07/31/2017 End Date 07-30-2019 of IAA or effective cancellation date
 MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes **D** If Yes, is this an: Annual Renewal **D**
 Other Renewal **D** State the other renewal period:

No [Z]

7. Agreement Type (Check One) [Z] Single Order IAA **D** Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) 0 Yes [Z] No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government
Interagency Agreement (IAA)- Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 171A11132420274 0000
GT&C # Order# Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost _ _ _ _ _ \$ 1,169,500

Overhead Fees & Charges- - - - - Total

Estimated Amount _ _ _ _ _ \$ 1,169,500

Provide a general explanation of the Overhead Fees & Charges

The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

5

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
D	D	D	IZI	D

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
D	D	D	IZI	D

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA)-Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 171A11132420274 - 0000 -
GT&C # Order# Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency **will** allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix IO; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements - Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 17IA11132420274 - 0000 -
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Leslie Weldon	Rob Cook
Title	Deputy Chief, NFS	Commissioner, TTS
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	lweldon@fs.fed.us	rob.cook@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Vladlen David Zvenyach on 2017-07-31
Approval Date	7-27-17	

IAA#: 17IA11132420274

Order#: 0001

U.S. Department of Agriculture, U.S. Forest Service

7600B, ATTACHMENT C

Economy Act (31 U.S.C. 1535) Determinations

In accordance with the Economy Act 31 U.S.C. 1535, the requesting agency intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

- A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be **\$116,195**.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government

Print Name

Nora Miebach

Signature

Date

NORA MIEBACH

Digitally signed by NORA MIEBACH
Date: 2017.06.23 06:23:22 -07'00'

IAA#:17IA11132420274

Order#:0001

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Review**

Form 7600B, Attachment D

In accordance with the Federal Information Technology Acquisition Reform Act (FITARA), CIOs shall have a significant role in the decision processes for all annual and multi-year planning, programming, budgeting, and executing decisions, and the management, governance, and oversight processes related to information technology.

GSA may not enter into a contract or other agreement to acquire information technology (IT) or IT services for internal purposes, unless the contract or other agreement has been reviewed and approved by the Chief Information Officer of GSA or, in the case of a non-major IT investment, as defined by OMB, an individual delegated by the CIO who reports directly to the CIO. In addition, TTS Policy for GSA Information FITARA Review requires GSA-CIO review and approval for all internal TTS contracts or agreements, as well as review and approval for external TTS contracts or agreements that leverage GSA IT platforms, security or infrastructure. The purpose of this attachment is to signify that the GSA-CIO has reviewed and approved this agreement between **US Forest Service** and TTS for work to be done on **Forest Service Design Consulting**.

e-Signed by David Shive
on 2017-08-01

David Shive, Chief Information Officer
General Services Administration

Date

**U.S. General Services Administration, Technology Transformation Service, 18F
and
U.S. Department of Agriculture, U.S. Forest Service**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

IAA# : 17IA11132420274

After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: pages.18f.gov/agreements-public.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

**7600B ATTACHMENT A: STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED
TO UNITED STATES DEPARTMENT OF AGRICULTURE**

1.0. BACKGROUND

The Office of 18F (18F) within General Services Administration's (GSA) Technology Transformation Service (TTS), is a team of designers, engineers, product managers, and strategists. 18F is a technology consultancy for the government, inside the government, that works with federal agencies to successfully deliver efficient, easy-to-use digital services. 18F works in the open to build systems that focus on the needs of customers through human-centered design while using agile development techniques to move quickly and reduce risk. One of the services 18F offers to agencies is the consulting where 18F provides hands-on consulting services to Federal program managers and other leaders who need assistance in procuring, designing, and managing software that use modern development techniques (e.g., agile, lean, open source).

The Requesting Agency, for purposes of this Statement of Work (SOW), is the National Forest System Deputy Director's Office within USDA's Forest Service. The Forest Service has worked with 18F on past projects and wants to continue improving the usability of various information systems within their organization, while teaching their staff key skills of user-centered design and agile development. To help achieve its goals, the Forest Service is engaging 18F to provide consulting services on user-centered design and agile development, drawing on 18F's design experience. 18F will consult on how to incorporate basic human-centered design capabilities into various legacy system modernization efforts and consult on the development of numerous Forest Service information management systems. 18F will also help develop human-centered design capabilities for various Forest Service staff and offices through various projects and efforts.

This consultation will provide many Forest Service staff with a better understanding of agile and user-centered design and provide expanded capabilities for the Forest Service to deliver services consistent with their mission. The Forest Service maintains hundreds of information systems that drive decisions about how National Forests and Grasslands are managed. Improving the usability of these systems will help hundreds of Forest Service employees better protect millions of acres of forests that generate billions of dollars in government revenue.

2.0 SCOPE OF WORK AND DELIVERABLES

18F will provide the Requesting Agency with up to **419** hours of consulting services (in-person or via teleconference) to Forest Service staff, specifically focused on the following methods or services:

- **User research**, which involves techniques and methods (such as those described at <https://methods.18f.gov/discover/>) to help understand how and why people use a particular service and inform what changes could be made to help people more easily accomplish their goals. For the Requesting Agency, this will include collecting information from key stakeholders and users to inform what features, functionality, and content should be analyzed to look for ways to improve the product or service.
- **Wireframes**, which offer a simple visual representation of a product or service interface to understand content prioritization and hierarchy. Wireframes enable the 18F designers to begin gathering information from the Requesting Agency developers around feasibility and structure. More information about the methods at <https://methods.18f.gov/make/wireframing/>.
- **Prototyping**, in which we quickly create an initial version, either static or functional, of something that exhibits the form and function of a product or service. 18F builds prototypes to test hypotheses and assess the viability of potential solutions both technically and in terms of what the Requesting Agency can support. Prototypes can vary from simple wireframes to coded web pages, and while they may be representative of the end product, they should not be considered of launch-ready quality. By building a prototype, 18F and the Requesting Agency can explore unknowns, such as how users respond to a proposed interface, and advance our understanding of potential solutions. Prototyping also clarifies complexity and mitigates risk for any follow-on implementation phase(s). More on how 18F conducts prototyping can be found at <https://methods.18f.gov/make/prototyping/>.
- **Usability testing**, which involves direct and indirect observation (as is described at <https://methods.18f.gov/validate/usability-testing/>) of people using a product or service in order to learn a given design's challenges, opportunities, and successes. Information from these tests can then be used to guide further development of a product or service.
- **Content strategy and analysis**, in which 18F will help the Requesting Agency clarify their tone and voice, explore the breadth and depth of their content, and evaluate content elements and information assets on some or all parts of a website.

3.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs, charged at current rates, and (2) non-labor costs, including any infrastructure, hosting, contracted services, travel, and related expenses under this agreement.

4.0. DELIVERABLE TIMELINE

The following timeline is aimed at providing relative direction around the timing of key activities and deliverables. It is subject to change dependent on the needs of the engagement. This timeline is meant to serve as a guide rather than a firm commitment to explicit deadlines. All day estimates assume business days and do not include federal holidays.

Deliverable	Due By
18F will provide personnel for up to 419 hours of design consulting services	By July 2018

5.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

IAA# : 17IA11132420274

Order#: 0001

U.S. General Services Administration, Technology Transformation Service, 18F

and

U.S. Department of Agriculture, U.S. Forest Service

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA Number 17IA11132420274 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

FMS Form 7600B
04/12

IAA Order

IAA Number 17IA11132420274 - 0001 -
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) _____

28. Order Line/Funding Information														Line Number _____			
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		12-40-1100								47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB	
OR Current TAS format		127/01106								47X45341							
BETC		DISB								COLL							
Object Class Code (Optional)		2510															
BPN		929332484								08-044-1469							
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)		NFRW6817 1324								2017-F-00-285F-DS11-Q00XF000-AF151-18F Billable							
Requesting Agency Funding Expiration Date 09-30-2020 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-30-2025 MM-DD-YYYY							
Project Number & Title Forest Service Design Consulting																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See Form 7600B, Attachment A Statement of Work																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$							
Quantity	Unit Price	Total						Servicing Fees		\$							
1	\$116,195.00	\$ 116,195.00						Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ 116,195.00						Net Total Cost		\$ 0.00							
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ 116,195.00															
Type of Service Requirements <input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number 17IA11132420274

- 0001 -

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

☐ **Straight-line** – Provide amount to be accrued \$ _____ and Number of Months _____

☐ **Accrual Per Work Completed** – Identify the accounting posting period:

☐ Monthly per work completed & invoiced

☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 116,195.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600B, Attachment C: Economy Act Determination

Form 7600B, Attachment D: FITARA Approval

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

☐ Requesting Agency Initiated IPAC

☒ Servicing Agency Initiated IPAC

☐ Credit Card

☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

☒ Monthly

☐ Quarterly

☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 days to allow for payment of invoices

☐ 7 days

☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number 17IA11132420274

- 0001

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name

Point of Contact (POC) Name & Title

POC Email Address

Delivery Address /Room Number

POC Telephone Number

Special Shipping Information

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Nora Hubbard	Rob Cook
Title	Assistant Program Manager, NRM	Commissioner, TTS
Telephone Number	(b) (6)	
Fax Number		
Email Address	norahubbard@fs.fed.us	rob.cook@gsa.gov
SIGNATURE	NORA MIEBACH	e-Signed by Vladlen David Zvenvach
Date Signed	Digitally signed by NORA MIEBACH Date: 2017.07.31 08:09:58 -07'00'	on 2017-07-31

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Leslie Weldon	Paula Netro
Title	Deputy Chief, NFS	OCFO Financial Management Analyst
Telephone Number	(b) (6)	
Fax Number		
Email Address	lweldon@fs.fed.us	paula.netro@gsa.gov
SIGNATURE	(b) (6)	Paula Netro
Date Signed	8/4/2017	8/4/2017

FMS Form 7600B
04/12

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
Page 4 of 5

IAA Order

IAA Number 17IA11132420274

- 0001

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Nora Hubbard	Jackie Xu
Title	Assistant Program Manager, NRM	Innovation Specialist
Office Address	3200 Southwest Jefferson Way, Corvallis, OR 97331	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	norahubbard@fs.fed.us	18f-finance-cs@gsa.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Brian Schwind	Olesya Minina
Title	Resource Information Manager	18F Innovation Specialist
Office Address		
Telephone Number	(b) (6)	
Fax Number		
Email Address	bschwind@fs.fed.us	olesya.minina@gsa.gov
Signature & Date (Optional)		
Name	Ronald Pressley	Matthew Spencer
Title	Grants Management Specialist	18F Agreements Lead
Office Address	1400 Independence Ave, SW Washington, DC 20250	
Telephone Number	(b) (6)	
Fax Number		
Email Address	rpressley@fs.fed.us	matthew.spencer@gsa.gov
Signature & Date (Optional)	RONALD PRESSLEY <small>Do not sign by RONALD PRESSLEY Date: 2017 07 05 08:30:00 -0400</small>	
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 -
GT&C # _____ Order # _____ Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	Commander Navy Reserve Force	U.S. General Services Administration/OCSIT/18F
Address	1915 Forrester Drive Norfolk, VA 23551	1800 F Street, N.W. Washington, DC 20405
2. Servicing Agency Agreement Tracking Number (Optional) _____		
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date <u>01-12-2015</u> End Date <u>9/30/2019</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input checked="" type="checkbox"/>		
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related Order.		

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 -
GT&C # _____ Order # _____ Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost _____ \$49,300
Overhead Fees & Charges _____
Total Estimated Amount _____ \$49,300

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

The U.S. General Services Administration has created 18F, a digital services delivery team staffed by GSA employees to support Digital Government initiatives across the federal government. The requesting agency requires 18F support for technical development activities.

The Navy Reserve seeks technical and program management advice and consultation for 18F Consulting to develop prototypes and other artifacts related to the Navy Reserve TK program to facilitate mobile-device accessible use by Reservists. This advice will include graphical user interfaces, application programming interfaces, mock implementations, automated unit tests, mechanisms for securing mobile applications, and implementations of business rules.

Please see attached document GSA-7600B-Attachment A for more details.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Amendments must be bilaterally executed in writing and signed by authorized representatives of both agencies. No oral or unilateral amendments shall be binding or effective. Only terminations in accord with these terms may be done unilaterally. Either agency may terminate this Agreement with 30 days written notice sent to the authorized POC at each agency.

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 -
GT&C # _____ Order # _____ Amendment/Mod # _____

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

N/A. This IAA will not require acquisition assistance.

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

N/A

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see GSA-7600A-Attachment A

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - _____
GT&C # _____ Order # _____ Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see GSA-7600A-Attachment A

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	(b) (6)	Phaedra Chrousos
Title	Chief Information Officer (OPNAV N0956)	Associate Administrator, 18F/OCSIT
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	(b) (6)	(b) (6)
SIGNATURE		
Approval Date	01-07-2015	01-21-2015

MILITARY PURCHASE REQUEST		1. PAGE 1 OF 1 PAGES	
2. FSC		3. PREPARED Jan 9, 2015	5. MIPR NUMBER N4703915MPN8031
7. TO: General S Finance C ATTN: M 1500 E. J Kansas C		8. FROM: (Agency, name, telephone number of originator) Chief of Naval Operations (N811F1) 2000 Navy Pentagon Washington, DC 20350-2000	
9. ITEMS SCREENING		SERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE	
ITEM NO. a	(Fe (order) *Item 1535) Funds Expire for Obligation (b) (6) GSA 18F FPOC: Ms. Kristen Kraft Email: kristen.kraft@gsa.gov N81 FPOC: Ms. Kimberly Fagan Email: kimberly.fagan@navy.mil BPN: DoDN47309 TPN: 17 ALC: 00008522 In accordance with Treasury Financial Manual Volume I, Part 2, Chapter 4700, Appendix 10, and in support of Department of the Navy audit readiness requirements, by accepting this reimbursable funding action, the performing agency agrees to deliver, upon request, detailed documentation supporting amounts billed and actual performance of work. Sponsor e-mail address for acceptance documentation is OPNAV FM Requests@navy.mil and kimberly.fagan@navy.mil/ FAX: (b) (6)	or drawing No., etc.) SO 18F IAA for Navy conomy Act (31 U.S.C. September 2015	QTY c UNIT d ESTIMATED PRICE e ESTIMATED TOTAL PRICE f 49,300.00 49,300.00
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.			11. GRAND TOTAL 49,300
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)		13. MAIL INVOICES TO (Payment will be made by) DFAS Cleveland Accounts Payable 1240 E 9th ST SB39 Accounts Payable Cleveland, OH 44199-2001 PAY OFFICE DODAAD N68732	
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.			
ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION
AA	1751319	2627	253 47039 0 068892 2D PN8031 4703952221AQ
15. AUTHORIZING OFFICER (Type name and title) Sorrano M. Littleton-Jones, OPNAV Contract Execution Division Head			16. SIGNATURE LITTLETONJONES.SORR ANO.M.1114912537
17. DATE 12 JAN 2015			

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FSTATE180001 - 0000 - 0000
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY											
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%; padding: 5px;">Requesting Agency of Products/Services</th> <th style="width: 85%; padding: 5px;">Servicing Agency Providing Products/Services</th> </tr> <tr> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">U.S. Department of State EB/TFS</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006</td> </tr> </table> </td> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">U.S. General Services Administration, Technology Transformation Services, FAS</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table> </td> </tr> </table>	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">U.S. Department of State EB/TFS</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006</td> </tr> </table>	Name	U.S. Department of State EB/TFS	Address	2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">U.S. General Services Administration, Technology Transformation Services, FAS</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	U.S. General Services Administration, Technology Transformation Services, FAS	1800 F Street, N.W. Washington, D.C. 20405
Requesting Agency of Products/Services	Servicing Agency Providing Products/Services										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">U.S. Department of State EB/TFS</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006</td> </tr> </table>	Name	U.S. Department of State EB/TFS	Address	2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">U.S. General Services Administration, Technology Transformation Services, FAS</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	U.S. General Services Administration, Technology Transformation Services, FAS	1800 F Street, N.W. Washington, D.C. 20405				
Name	U.S. Department of State EB/TFS										
Address	2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006										
U.S. General Services Administration, Technology Transformation Services, FAS											
1800 F Street, N.W. Washington, D.C. 20405											
2. Servicing Agency Agreement Tracking Number (Optional) _____											
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>											
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.											
5. Agreement Period Start Date <small>date of final signature</small> <u>09-28-2018</u> End Date <u>09-28-2018</u> of IAA or effective cancellation date <div style="text-align: center;">MM-DD-YYYY MM-DD-YYYY</div>											
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> <div style="text-align: center;">Other Renewal <input type="checkbox"/> State the other renewal period: _____</div> No <input checked="" type="checkbox"/>											
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA											
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation 											
Note: Specific advance amounts will be captured on each related Order.											

IAA Number 18FSTATE180001 - 0000 - 0000
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acqui)

Direct Cost	\$175,000
Overhead Fees & Charges	
Total Estimated Amount	\$175,000

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FSTATE180001 - 0000 - 0000
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

United States Government
Interagency Agreement (IAA) - Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FSTATE180001 - 0000 - 0000
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Timothy Roche	Rebecca Piazza
Title	Executive Director, EB/ENR-EX	Assistant Commissioner of TTS - 18F
Telephone Number(s)	(b) (6)	
Fax Number	(b) (6)	
Email Address	rochetp2@state.gov	rebecca.piazza@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Approval Date		

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FSTATE180001 - 0000 - 0000
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY											
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%; padding: 5px;">Requesting Agency of Products/Services</th> <th style="width: 85%; padding: 5px;">Servicing Agency Providing Products/Services</th> </tr> <tr> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">U.S. Department of State EB/TFS</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006</td> </tr> </table> </td> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">U.S. General Services Administration, Technology Transformation Services, FAS</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table> </td> </tr> </table>	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">U.S. Department of State EB/TFS</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006</td> </tr> </table>	Name	U.S. Department of State EB/TFS	Address	2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">U.S. General Services Administration, Technology Transformation Services, FAS</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	U.S. General Services Administration, Technology Transformation Services, FAS	1800 F Street, N.W. Washington, D.C. 20405
Requesting Agency of Products/Services	Servicing Agency Providing Products/Services										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">U.S. Department of State EB/TFS</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006</td> </tr> </table>	Name	U.S. Department of State EB/TFS	Address	2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">U.S. General Services Administration, Technology Transformation Services, FAS</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	U.S. General Services Administration, Technology Transformation Services, FAS	1800 F Street, N.W. Washington, D.C. 20405				
Name	U.S. Department of State EB/TFS										
Address	2025 E STREET, N.W., Room NE9011; SA-9 Washington, D.C. 20006										
U.S. General Services Administration, Technology Transformation Services, FAS											
1800 F Street, N.W. Washington, D.C. 20405											
2. Servicing Agency Agreement Tracking Number (Optional) _____											
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>											
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.											
5. Agreement Period Start Date <small>date of final signature</small> <u>09-28-2018</u> End Date <u>09-28-2018</u> of IAA or effective cancellation date <div style="text-align: center;">MM-DD-YYYY MM-DD-YYYY</div>											
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> <div style="text-align: center;">Other Renewal <input type="checkbox"/> State the other renewal period: _____</div> No <input checked="" type="checkbox"/>											
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA											
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation 											
Note: Specific advance amounts will be captured on each related Order.											

IAA Number 18FSTATE180001 - 0000 - 0000
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acqui)

Direct Cost	\$175,000
Overhead Fees & Charges	
Total Estimated Amount	\$175,000

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FSTATE180001 - 0000 - 0000
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

United States Government
Interagency Agreement (IAA) - Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FSTATE180001 - 0000 - 0000
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Timothy Roche	Rebecca Piazza
Title	Executive Director, EB/ENR-EX	Assistant Commissioner of TTS - 18F
Telephone Number(s)	(b) (6)	
Fax Number	(b) (6)	
Email Address	rochetp2@state.gov	rebecca.piazza@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Approval Date		